

Morehead, Kentucky
August 3, 1979

The Board of Regents of Morehead State University met in the Conference Room of the President's Office at 9:15 a.m. on August 3, 1979, for a brief session of fifteen minutes and was reconvened at 1:30 p.m. in the Riggle Room of the Adron Doran University Center.

Chairman Lloyd Cassity called the meeting to order.

On roll call, the following members were present:

Mr. Lloyd Cassity
Mr. Jerry Howell
Mr. Billy Joe Hall
Mr. Cloyd McDowell
Dr. Charles Pelfrey
Dr. W. H. Cartmell (present for 1:30 session)
Mr. Karl Schlichter (sworn in at 1:30 session)

Absent: Mr. Sam F. Kibbey
Mr. J. M. Richardson
Dr. Daniel H. Stamper

Motion by Mr. McDowell that the Board approve the granting of degrees to all candidates who have applied for graduation and who have completed all requirements by the faculty of the University at the 1979 Summer Commencement on August 3, 1979. Motion was seconded by Dr. Pelfrey and unanimously approved.

Motion by Mr. Howell that the Board ratify the awarding of an Honorary Doctor of Public Service degree to United States Senator Walter "Dee" Huddleston at the Summer Commencement. Senator Huddleston will also deliver the commencement address. Motion was seconded by Mr. McDowell and unanimously approved.

Chairman Cassity declared that the meeting recess until 1:30 p.m.

The Chairman reconvened the meeting at 1:30 p.m. in the Riggle Room of the Adron Doran University Center.

The invocation was given by Elmer Anderson, Assistant to the President and Director of Student Financial Aid.

DDG722

Minutes of August 3, 1979, cont'd

The oath of office was administered by Notary Public Elmer Anderson to Karl Schlichter, the newly elected student representative on the Board for the 1979-80 year.

Members of the news media were present and were introduced by Mr. Keith Kappes, Director of Public Affairs.

Motion by Mr. Howell that the reading of the minutes of the meeting held April 13, 1979, be dispensed with and that the minutes be approved since each member of the Board had received a copy by mail. Motion was seconded by Dr. Cartmell and unanimously approved.

President Norfleet presented his report on the status of the University for the period beginning April 13, 1979, and ending August 3, 1979, with certain recommendations:

MOREHEAD STATE UNIVERSITY
Morehead, Kentucky
August 3, 1979

Board of Regents
Morehead State University
Morehead, Kentucky

Gentlemen:

I am submitting my report on the operation of the University for the period of April 13, 1979, to August 3, 1979, with certain recommendations:

I. 1979 SUMMER GRADUATES

I recommend that the Board approve the granting of degrees to all candidates who have applied for graduation and who will have completed all requirements by the faculty of the University at the 1979 Summer Commencement on August 3. (See Exhibit I)

II. HONORARY DOCTORATE

I recommend that the Board ratify the awarding of an Honorary Doctor of Public Service degree to United States Senator Walter "Dee" Huddleston who will also deliver the commencement address.

III. 1979-80 PERSONNEL ROSTER

I recommend that the Board approve the Personnel Roster for the 1979-80 fiscal year beginning July 1, 1979, and ending June 30, 1980, which was prepared and mailed to the members of the Board subsequent to the meeting on April 13, 1979.

IV. PERSONNEL CHANGES

I recommend that the Board approve the Personnel Changes as suggested in Exhibit II.

V. INTERSESSION, SUMMER I AND SUMMER II ROSTERS

I recommend that the Board approve the rosters and amount of compensation paid individuals who taught during Intercession, Summer I and Summer II as presented in Exhibit III.

VI. TERMINATION OF PROGRAM

I recommend that the Board approve dropping the Library Science section of the Library Science and Instructional Media Program. The Instructional Media courses will be transferred to the appropriate areas within the University.

VII. ORGANIZATION CHART

Exhibit IV

VIII. APPALACHIAN STUDIES PROGRAM

I recommend that the Board approve the establishment of an Appalachian Studies Program for Morehead State University which will consist of a wide spectrum of credit and noncredit learning opportunities, as well as concerts, lectures, conferences, etc.; and

DDG722

- (1) That the Appalachian Development Center be given the responsibility for coordinating and promoting the total Appalachian Studies Program, with the cooperation of interested academic and support units throughout the University;
- (2) That the Coordinator of Appalachian Studies of the Appalachian Development Center be given responsibility for "chairing" this interdisciplinary program,
- (3) That a special committee be formed, to be known as the Appalachian Studies Advisory Committee, for the purpose of making recommendations to the University Curriculum Committee on the nature, structure, and content of those aspects of the Appalachian Studies Program involving academic credit.

IX. SPEAKERS BUREAU

The Morehead State University Speakers Bureau was revived in mid-March, 1979, and Exhibit V presents a chronological listing of engagements by members of the Speakers Bureau through the end of the 1978-79 fiscal year on June 30, 1979. In addition,

- (1) Forty-seven (47) engagements were accepted in the remaining 13 weeks of the 1978-79 fiscal year and 43 were accomplished. Four (4) were canceled and rescheduled for the fall of 1979 at the request of the sponsoring organization.
- (2) The engagements involved 32 different faculty and staff members who received no additional compensation beyond normal expenses.
- (3) It is estimated that the Speakers Bureau members, in the course of the 43 engagements, appeared before more than 6,500 persons in 27 different communities, primarily in Eastern Kentucky. Our most frequent audiences were high school students and members of civic clubs.
- (4) In response to specific inquiries concerning the Speakers Bureau, information has been mailed to another 90 individuals and organizations, many of whom are planning to invite the University to provide programs during the 1979-80 fiscal year.
- (5) Despite our status as a new, no-pay operation, 127 members of the University's faculty and staff volunteered their services with the Speakers Bureau. At least two dozen others have asked to be listed in the 1979-80 Speakers Bureau Program Directory which will appear this fall.

- (6) If the public interest in the Speakers Bureau continues at the same pace in 1979-80, we will accept from 150 to 200 engagements during the fiscal year. This would be more than double our most optimistic projections when the Division of Public Affairs was asked to revive the Speakers Bureau as a structured entity of the University.

It is our belief that these statistics strongly indicate that the Speakers Bureau is becoming a major asset in the total public affairs programming of Morehead State University.

X. SALARY ADJUSTMENT POLICY

I recommend that the Board approve the following policy statement on salary adjustments:

If an administrator desires to return to a nine-month teaching, research or service contract, the salary will be adjusted considering the following:

- (1) The salaries paid other regular faculty members at the same rank in the affected school, with similar years of experience and educational levels.
- (2) Previous teaching experience and/or other related experiences.

Recommendations on a final salary range will be made to the President by the departmental chairperson, dean of the school and Vice President for Academic Affairs for the President's final decision.

XI. LEGAL PROCEDURES

I recommend that the Board authorize the Director of Fiscal Affairs to take whatever legal procedures are necessary to collect returned checks, delinquent student credit, and past due rent after proper notification.
(Exhibit VI)

XII. ENERGY REGULATIONS

On July 5, 1979, the Department of Energy published the final regulations establishing the process for implementation of the

DDG722

Minutes of August 3, 1979, cont'd

Emergency Building Temperature Restriction, which is a part of the Standby Energy Conservation Plan No. 2. The President ordered implementation of the regulations effective Monday, July 16, 1979.

Be it resolved that Morehead State University will comply with the rules and regulations published by the Department of Energy.

XIII. PRELIMINARY REPORT OF PROPOSALS SUBMITTED AND FUNDED

Exhibit VII

XIV. CAPITAL CONSTRUCTION REPORT

- A. Academic-Athletic Center
- B. Button Auditorium Roof Project
- C. Switchgear Project
- D. Horse Barn
- E. Roof for Agriculture Pavilion
- F. Repairs to Track

XV. MOREHEAD STATE UNIVERSITY WATER TESTING LABORATORY

I recommend that approval be given to the School of Sciences and Mathematics to establish a Water Testing Laboratory entitled Morehead State University Water Testing Laboratory. The laboratory will be of service to the private citizens, public water works, and health departments of Eastern Kentucky. The water laboratory will also serve as an excellent educational setting for students majoring in Biology and Environmental Sciences.

XVI. FACULTY HANDBOOK

I recommend that the Board adopt the proposed Faculty Handbook which was mailed to the members of the Board earlier for their review.

XVII. OPEN HOUSE HOURS

I recommend that the Board approve the proposed Open House Hours as presented in Exhibit VIII.

XVIII. 1980-82 BIENNIAL BUDGET

I recommend the adoption of the proposed guidelines for the preparation of the 1980-82 Biennial Budget as presented in Exhibit IX and that the President be authorized to submit the budget to the Council on Higher Education based on these guidelines.

XIX. APPOINTMENT OF COMMUNITY ADVISORY BOARD

I recommend that the Board give the President the authority to appoint a Community Advisory Board consisting of nine individuals to represent the general public to serve in an advisory capacity to WMKY radio station at the request of the Corporation for Public Broadcasting. Once authorization is given to the President, with the assistance of Larry Netherton the director, said committee will be appointed.

XX. UNIVERSITY COUNSELING CENTER

I recommend that the Board approve changing the name of the TRIO Center to University Counseling Center.

XXI. FEDERAL PROGRAMS ROSTER

I recommend that the Board approve the roster of persons to be employed in Federal Programs for the 1979-80 fiscal year for which funds have been received at the present time.

DDG722

-----End of President's Report Except for Following Exhibits-----

Morehead State University

Fifty-Second

Summer Commencement



Friday, August Third
Nineteen Hundred Seventy-nine

I. PERSONNEL CHANGES

A. Resignations

1. Ms. Maxine Halsey, Director of West Mignon Hall, Bureau of Student Affairs, effective July 31, 1979.
2. Ms. Bette Mays, Director of Mays Hall, Bureau of Student Affairs, effective July 31, 1979.
3. Mr. Quentin Hatfield, Director of Cartmell Hall, Bureau of Student Affairs, effective June 3, 1979.
4. Mr. James Brewer, University Postmaster, Bureau of Student Affairs, effective May 11, 1979.
5. Mr. James Hackney, Plumbing Supervisor, Department of Buildings and Grounds, effective April 30, 1979.
6. Mr. James Thompson, Painter, Department of Buildings and Grounds, effective May 31, 1979. (Retire)
7. Mrs. Michelle Connors, Secretary, Office of News Services, Division of Public Affairs, effective June 15, 1979.
8. Ms. Jullienne Keightley, Instructor of Radiologic Technology, School of Applied Sciences and Technology, effective May 12, 1979.
9. Mr. Jim Bob Nall, Veterinary Technician and Assistant Instructor of Veterinary Technology, effective June 30, 1979.
10. Ms. Elaine Fisher, Typist, SACS/NCATE Studies, effective August 10, 1979.
11. Dr. Russell Bowen, Professor of Education, School of Education, effective May 12, 1979.
12. Mrs. Virginia Randolph, Assistant Librarian and Instructor of Library Science, Johnson Camden Library, effective May 12, 1979.
13. Ms. Mary Shull, Women's Athletic Trainer and Women's Track Coach, Department of Athletics, effective May 31, 1979.
14. Mr. Earl Cundiff, Grounds, Department of Buildings and Grounds, effective April 30, 1979.
15. Ms. Vicki DeHart, Secretary, School of Applied Sciences and Technology, effective June 1, 1979.

16. Ms. Teresa Logan, News Assistant, WMKY, effective June 30, 1979
17. Mrs. Beth Krejci, Part-Time Bookkeeper, University Breckinridge School, effective May 11, 1979.
18. Mr. Robert Blair, Supervisor of Janitors, Department of Buildings and Grounds, effective July 31, 1979. (Retire)
19. Mr. Lloyd Kinder, Janitor, Department of Buildings and Grounds, effective June 29, 1979.
20. Mr. Lester Riddle, Scrub Team, Department of Buildings and Grounds, effective July 31, 1979.
21. Mrs. Shirley Rohr, Graphics Assistant, Division of Public Affairs, effective August 31, 1979.
22. Ms. Deborah Maddox, Traffic and Promotion Manager, WMKY, effective June 30, 1979.
23. Mrs. Dala Miles, Receptionist-Typist, Division of Public Affairs, effective June 30, 1979.
24. Mr. Malcolm Miles, Printer, Division of Public Affairs, effective June 30, 1979.
25. Ms. Carol Jean Laferty, Receptionist/Typist, WMKY, effective June 1, 1979.
26. Mr. Thomas J. Osborne, Instructor of Wood Construction Technology, School of Applied Sciences and Technology, effective May 12, 1979.
- 27. Mrs. Kay North, Coordinator for the Nursing and Allied Health Autotutorial Laboratory, School of Applied Sciences and Technology, effective May 12, 1979.
28. Ms. Charlotte A. Orme, Secretary, School of Business and Economics, effective May 31, 1979.
29. Mr. Charlie Gray, General Serviceman, Department of Buildings and Grounds, effective May 18, 1979.
30. Mrs. Eleanor Reser, Instructor of Nursing, School of Applied Sciences and Technology, effective May 12, 1979.
31. Mr. Larry J. Brumbaugh, Assistant Professor of Accounting, School of Business and Economics, effective May 12, 1979.
32. Mrs. Carol Holt, Director of Placement Services, Bureau of University and Regional Services, effective June 30, 1979.
33. Ms. Linda Londot, Instructor of Home Economics, effective May 12, 1979.

34. Mr. Danny Lee Purvis, Janitor-Night Watchman, School of Applied Sciences and Technology, effective May 18, 1979.
35. Dr. Ying D. Chien, Associate Professor of Business Administration, effective May 12, 1979.
36. Mrs. Marcella Miller, Night Clerk, Bureau of Student Affairs, effective May 25, 1979.
37. Mrs. Carla Easterling, Secretary, University Breckinridge School, effective June 30, 1979.
38. Miss Cynthia Karns, Night Clerk, Bureau of Student Affairs, effective July 27, 1979.
39. Miss Mildred Conn, Clerk-Typist, School of Applied Sciences and Technology, effective May 12, 1979.
40. Mrs. Linda O'Melia, Clerk-Typist, School of Applied Sciences and Technology, effective May 12, 1979.
41. Mrs. Susan Wright, Director of Nunn Hall, Bureau of Student Affairs, effective August 4, 1979.
42. Miss Jacalyn Burks, Night Clerk in Fields Hall, Bureau of Student Affairs, effective May 15, 1979.
43. Ms. Cynthia Bohen, Assistant Professor of Nursing, School effective June 8, 1979.
44. Mr. Terry McDowell, Library Technician Assistant, Johnson Camden Library, effective June 8, 1979.
45. Miss Jan Burge, Secretary, Bureau of Student Affairs, effective June 30, 1979.
46. Mr. Arthur Bowling, Janitor/Watchman, Department of Buildings and Grounds, effective June 1, 1979.
47. Mr. John Edwards, Night Clerk in Regents Hall, Bureau of Student Affairs, effective July 31, 1979.
48. Mr. Woodford Caudill, Farm Laborer, University Farm, effective June 11, 1979. (Terminate)
49. Mrs. Elizabeth Sadler, Assistant Professor of Education, University Breckinridge School, effective May 12, 1979.
50. Mr. Charles D. Buechel, Assistant Professor of Economics, School of Business and Economics, effective May 12, 1979.
51. Dr. Gary B. Melton, Assistant Professor of Psychology, School of Education, effective May 12, 1979.

52. Mrs. Betty Adams, Clerk-Typist, Johnson Camden Library, effective June 30, 1979.
53. Mr. Terry Hoffman, Assistant Professor of Education, University Breckinridge School, effective May 12, 1979.
54. Mrs. Wilma Caudill, Director of Division of Student Health Services, Bureau of Student Affairs, effective August 31, 1979. (Retire)
55. Dr. Verne A. Simon, Professor of Chemistry, School of Sciences and Mathematics, effective June 29, 1979.
56. Mr. Tom Vogl, Assistant Professor of Radiologic Technology, School of Applied Sciences and Technology, effective June 7, 1979.
57. Mrs. Virginia Maruish, Assistant Professor of Nursing, School of Applied Science and Technology, effective May 12, 1979.
58. Mr. Robert White, Farm Laborer, School of Applied Sciences and Technology, effective July 16, 1979.
59. Ms. Jill Kepler-Cvitkovic, Secretary, Appalachian Development Center, effective July 27, 1979.
60. Ms. Reba Kidd, Secretary, Division of Admissions, effective July 31, 1979.
61. Dr. Michael McCord, Associate Professor of Education, School of Education, effective June 29, 1979.
62. Ms. Ruby Kinder, Janitress, Department of Buildings and Grounds, effective June 29, 1979.
63. Mrs. Mary Perry, Clerk-Typist, Department of Buildings and Grounds, effective July 13, 1979.
64. Mrs. Carol Perkins, Clerk-Typist, Department of Buildings and Grounds, effective July 13, 1979.
65. Mrs. Lloyd Kinder, Janitor, Department of Buildings and Grounds, effective June 29, 1979. (Retire)
66. Ms. Vivian Wagoner, Night Clerk, Bureau of Student Affairs, effective July 8, 1979.
67. Mrs. Cuba Craig, Director, Child Development Associate Program, effective August 31, 1979.
68. Mrs. Ethel Black, Adron Doran University Center Cafeteria, effective July 1, 1979.

69. Dr. James Thomas, Assistant Professor, School of Business and Economics, effective August 3, 1979.
70. Mrs. Kay Lee, Secretary, Division of Placement, effective July 27, 1979.
71. Ms. Alene Collier, Student Assistant, Bureau of Student Affairs, effective August 15, 1979.
72. Mr. Manford Ross, Equipment Room Manager, School of Education, effective August 31, 1979. (Retire)
73. Ms. Vanda Hedges, Assistant Professor of Sociology, School of Social Sciences, effective May 12, 1979.
74. Dr. Charles Mattingly, Assistant Professor of Agriculture, School of Applied Sciences and Technology, effective June 30, 1979.
75. Dr. James Leonard, Director, Appalachian Development Center, effective June 30, 1979.
76. Mrs. Carolyn Black, Assistant Coordinator, ABE Adult Learning Center, effective July 15, 1979.
77. Ms. Rita Bowens, Rotating Night Clerk, Bureau of Student Affairs, effective July 11, 1979.
78. Ms. Deborah Sue Parsons, Instructor, Employability Skills Project, effective August 17, 1979.
79. Mr. Carl Courtney, Electrician, Department of Buildings and Grounds, effective July 31, 1979. (Retire)
80. Ms. Sheila Zornes, Secretary, School of Humanities, effective August 17, 1979.

B. Appointments

1. Dr. William Chen, Assistant Professor of Mathematics, School of Sciences and Mathematics, at a salary of \$17,000 for the nine-month period beginning August 20, 1979.
2. Miss Terri Sons, Secretary, Bureau of Fiscal Affairs, at a twelve-month salary of \$6,032 beginning April 11, 1979.
3. Dr. Ted Pass, Director of Histoplasmosis Research Project, at a salary of \$2,924.25 for the period May 12 to June 30, 1979.
4. Dr. K. A. Clever, Associate Professor of Veterinary Technology, School of Applied Sciences and Technology, at a twelve-month salary of \$24,000 beginning June 1, 1979, and ending June 30, 1980.
5. Mr. Scott Crouch, Farm Laborer, University Farm, at a salary of \$3 per hour beginning March 26, 1979.
6. Ms. Deborah Miles, Secretary, TRIO Center, at a twelve-month salary of \$6,400 beginning May 24, 1979.
7. Ms. Rebecca Graham, Student Assistant, Bureau of Student Affairs, at a salary of \$333.33 per month for the period May 16 to August 15, 1979.
8. Ms. Patricia Wuebben, Student Assistant, Bureau of Student Affairs, at a salary of \$333.33 per month for the period May 16 to August 15, 1979.
9. Mr. Phillip Rogers, Director of Cooper Hall, Bureau of Student Affairs, at a salary of \$600 per month for the period June 1 to July 31, 1979.
10. Mr. Ray Craig, Student Assistant, Bureau of Student Affairs, at a salary of \$333.33 per month for the period May 16 to August 15, 1979.
11. Mr. Buster Gay, Director of Alumni Tower, Bureau of Student Affairs, at a salary of \$650 per month for the period June 1 to July 31, 1979.
12. Mr. Dallas Sammons, Student Assistant, Bureau of Student Affairs, at a salary of \$333.33 per month for the period May 16 to June 30, 1979.
13. Dr. David Hylbert, Project Director, Bureau of Mines Contract, at a salary of \$6,060 for the period June 1 to August 15, 1979.
14. Mr. Thomas McLoughlin, Research Assistant, Bureau of Mines Contract, at a salary of \$1,200 for the period May 15 to August 1, 1979.

15. Mr. Charles Stansbury, Assistant Professor, School of Business and Economics, at a salary of \$17,500 for the nine-month period beginning August 20, 1979.
16. Mr. Michael Stamper, Research Assistant, Bureau of Mines Contract, at a salary of \$1,160 for the period May 15 to August 1, 1979.
17. Dr. Gary Cox, Research Assistant, Clay Minerals Research Project, at a salary of \$348 for the period May 15 to June 30, 1979.
18. Dr. David Hylbert, Clay Minerals Research Project, at a salary of \$1,180 for the period May 15 to June 1, 1979.
19. Mrs. Geraldine Hall, Assistant Field Work Coordinator and Research Associate, School of Social Sciences, at a salary of \$1,750 for the period May 14 to August 17, 1979.
20. Mr. Danny Purvis, Janitor/Night Watchman, Department of Buildings and Grounds, at a salary of \$3 per hour beginning April 23, 1979.
21. Mr. Homer Thurman, Janitor, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning May 4, 1979.
22. Mrs. Alene Conley, Janitress, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning May 4, 1979.
23. Mr. Emory Mynhier, Janitor, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning May 4, 1979.
24. Mr. Sammy Adkins, Janitor, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning May 4, 1979.
25. Mr. Arden Henderson, Air Conditioner Helper, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning May 4, 1979.
26. Mr. Bennie Wages, Janitor, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning May 4, 1979.
27. Mr. Lonnie Webb, Janitor, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning May 4, 1979.
28. Mr. Timothy Helterbrand, Janitor, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning May 4, 1979.

29. Mrs. Elizabeth White, Half-Time Bookkeeper, University Breckinridge School, at a twelve-month salary of \$3,224 beginning May 14, 1979.
30. Mrs. Susan DuBar, Research Assistant, NSF Grant, at a salary of \$1,300 for the period May 1 to June 30, 1979.
31. Mr. Franklin Smith, Janitor, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning May 8, 1979.
32. Ms. LaDonna Bentley, Library Technical Assistant, Johnson Camden Library, at a twelve-month salary of \$6,500 for the period June 11 to June 30, 1979.
33. Dr. Jules DuBar, Director, NSF Grant, at a salary of \$1,639.46 for the period May 12 to May 31, 1979.
34. Mr. Jackie Tackett, Carpenter, Department of Buildings and Grounds, at a twelve-month salary of \$9,050 beginning May 4, 1979.
35. Mr. Kevin White, Men's Track and Cross Country Coach, Division of Athletics, at a twelve-month salary of \$16,000 beginning June 1, 1979.
36. Ms. Joan L. Hall, Staff Writer and Typist, Division of Public Affairs, at a salary of \$2.90 per hour for 40 hours per week for the period May 15 to July 31, 1979.
37. Mr. Daniel Connors, Printer, Division of Public Affairs, at a salary of \$2.90 per hour for 40 hours per week for the period May 15 to June 15, 1979.
38. Dr. John Higginbotham, Coordinator of the In-Service Teacher Education Program, Bureau of University and Regional Services, at a twelve-month salary of \$15,000 beginning June 18, 1979.
39. Dr. David R. Rudy, Associate Professor of Sociology, School of Social Sciences, at a salary of \$10,250 for the 1980 spring semester.
40. Mr. Eddie Lundergan, Veterinary Technician, School of Applied Sciences and Technology, at a salary of \$800 per month for the period May 28 to July 31, 1979.
41. Miss Jada Barker, Clerk/Typist, School of Applied Sciences and Technology, at a twelve-month salary of \$6,032 beginning June 1, 1979, and raised to an annual salary of \$6,448 beginning July 1, 1979.
42. Mr. Paul Wallace, Research Analyst, Division of Planning, at a twelve-month salary of \$21,000 beginning June 25, 1979.

43. Miss Kathy Cornett, Secretary, Mining Technology Program, at a twelve-month salary of \$6,032 beginning June 14, 1979, and raised to an annual salary of \$6,448 for the period of July 1 to September 30, 1979.
44. Mr. Arthur Bowling, Janitor, School of Applied Sciences and Technology, at a twelve-month salary of \$6,750 beginning June 1, 1979, and raised to an annual salary of \$7,020 beginning July 1, 1979.
45. Mrs. Gail Franks, Instructor, School of Applied Sciences and Technology, at a salary of \$14,500 for the nine-month period beginning August 20, 1979.
46. Miss Mildred Hubbard, Night Clerk, Bureau of Student Affairs, at a salary of \$3.10 per hour for 42 hours per week for 41 weeks beginning August 1, 1979.
47. Miss Elaine Feder, Vocational Business and Office Education Secretary, at a salary of \$3.15 per hour for the months of June and July 1979.
48. Mr. Samuel Hughes, Assistant Farm Manager/Herdsmen, School of Applied Sciences and Technology, at a salary of \$571.50 for the period June 11 to June 30, 1979.
49. Mr. Harold Swarthout, Director of Regents Hall, Bureau of Student Affairs, at a salary of \$600 per month for the months of June and July, 1979.
50. Miss Edith Liles, Rotating Night Clerk, Bureau of Student Affairs, at a salary of \$3.10 per hour for 35 hours per week for 49 weeks beginning August 1, 1979.
51. Ms. Debra Plank, Instructor, School of Business and Economics, at a salary of \$6,500 for the 1979 fall semester.
52. Mr. Glenn McNeil, Dietician, Adron Doran University Center Cafeteria, at a salary of \$1,200 per month for the three-month period beginning May 21, 1979.
53. Mrs. Shirley Stewart, Director of Nunn Hall, Bureau of Student Affairs, at a twelve-month salary of \$8,400 beginning August 1, 1979.
54. Mrs. Audrey Stafford, Night Clerk, Bureau of Student Affairs, at a salary of \$3.10 per hour for 42 hours per week for 41 weeks beginning August 1, 1979.
55. Miss Pamela Thompson, Receptionist-Typist, WMKY, at a twelve-month salary of \$6,032 beginning June 1, 1979, and raised to an annual salary of \$6,448 beginning July 1, 1979.

56. Mrs. Otha Hopkins, Director of West Mignon, Bureau of Student Affairs, at a twelve-month salary of \$8,000 beginning August 1, 1979.
57. Miss Cheyenne Oldham, Assistant Professor, School of Humanities, at a salary of \$16,500 for the nine-month period beginning August 20, 1979.
58. Mr. Burton Schneider, Assistant Professor of Radio-Television, School of Humanities, at a salary of \$16,500 for the nine-month period beginning August 20, 1979.
59. Ms. Debra Mayhan, Student Assistant, Bureau of Student Affairs, at a salary of \$3,150 for the nine-month period beginning August 15, 1979.
60. Mr. Allen Mathews, Night Clerk, Bureau of Student Affairs, at a salary of \$3.10 per hour for 35 hours per week for 49 weeks beginning August 1, 1979.
61. Mr. Junius Dunnavan, Director of Cartmell Hall, Bureau of Student Affairs, at a twelve-month salary of \$8,610 beginning July 15, 1979.
62. Mr. Jerry McCleese, Research Assistant, School of Sciences and Mathematics, at a salary of \$406 for the period July 3 to August 20, 1979.
63. Mr. Gary Cox, Research Assistant, School of Sciences and Mathematics, at a salary of \$406 for the period July 2 to August 17, 1979.
64. Mr. Robert Harding, Night Clerk, Bureau of Student Affairs, at a salary of \$5,317 for 49 weeks beginning August 1, 1979.
65. Miss Della Smallwood, Secretary, Bureau of Student Affairs, at a twelve-month salary of \$6,448 beginning July 1, 1979.
66. Mr. Roy Calton, General Serviceman, Department of Buildings and Grounds, at a twelve-month salary of \$7,335 beginning June 22, 1979, and raised to an annual salary of \$7,700 beginning July 1, 1979.
67. Mr. Walter Ramey, Janitor, Department of Buildings and Grounds, at a twelve-month salary of \$7,100 beginning July 1, 1979.
68. Mrs. Jane White, Women's Track and Field/Cross Country Coach, Division of Athletics, at a twelve-month salary of \$12,360 beginning July 1, 1979.
69. Ms. Teresa Logan, Traffic and Promotion Manager, WMKY, at a twelve-month salary of \$9,360 beginning July 1, 1979.

70. Ms. Anita Baker, Secretary, School of Applied Sciences and Technology, at a twelve-month salary of \$6,032 beginning June 11, 1979, and raised to an annual salary of \$6,448 beginning July 1, 1979.
71. Mr. David Byrd, Staff Photographer, Division of Public Affairs, at a twelve-month salary of \$10,000 beginning July 1, 1979.
72. Ms. Jacqueline Wyatt, Assistant Professor, School of Business and Economics, at a salary of \$19,000 for the nine-month period beginning August 20, 1979.
73. Mr. Raymond V. Vaughn, Assistant Professor, School of Business and Economics, at a salary of \$18,000 for the nine-month period beginning August 20, 1979.
74. Mrs. Lorena Arnett, Horticulture Technician, School of Applied Sciences and Technology, at a twelve-month salary of \$6,925 beginning June 15, 1979.
75. Ms. Alene Collier, Student Assistant, Bureau of Student Affairs, at a salary of \$3,150 for the nine-month period beginning August 15, 1979.
76. Mr. Michael Douglas, Printer, Division of Public Affairs, at a twelve-month salary of \$6,500 beginning July 1, 1979.
77. Mr. Keith Yarber, Production Assistant, WMKY, at a salary of \$3 per hour for the period June 11 to August 18, 1979.
78. Mrs. Shirley Hylbert, Clerical, Bureau of Mines Contract, at a salary of \$1,290 for the period July 1 to December 31, 1979.
79. Mrs. Sue Draper, Employability Skills Project, at a salary of \$1,042 per month for the period July 1 to September 30, 1979.
80. Ms. Deborah Sue Parsons, Employability Skills Project, at a salary of \$833.33 per month for the period July 1 to September 30, 1979.
81. Miss Tammy Adye, Assistant Instructor of Horsemanship, School of Applied Sciences and Technology, at a twelve-month salary of \$12,000 beginning July 1, 1979.
82. Mr. Berlin Elliott, Janitor/Night Watchman, School of Applied Sciences and Technology, at a twelve-month salary of \$7,020 beginning July 2, 1979.
83. Dr. Kevin Smith, Assistant Professor of Sociology, School of Social Sciences, at a salary of \$17,000 for the nine-month period beginning August 20, 1979.

84. Dr. Michael Davis, Dean of the School of Education and Professor of Education, at a twelve-month salary of \$33,000 beginning August 1, 1979.
85. Dr. Robert Bylund, Assistant Professor of Sociology, School of Social Sciences, at a salary of \$17,000 for the nine-month period beginning August 20, 1979.
86. Mr. Steven C. Jensen, Instructor and Coordinator of Radiologic Technology Program, School of Applied Sciences and Technology, at a twelve-month salary of \$21,000 beginning August 15, 1979.
87. Ms. Margaret Ellen Andrews, Assistant Professor of Home Economics, School of Applied Sciences and Technology, at a salary of \$15,000 for the nine-month period beginning August 20, 1979.
88. Ms. Patricia Ann White, Director of Thompson Hall, Bureau of Student Affairs, at a twelve-month salary of \$8,000 beginning July 1, 1979.
89. Mr. Dan Cornett, Associate Registrar, Bureau of Academic Affairs, at a twelve-month salary of \$14,500 beginning August 1, 1979.
90. Dr. Jack W R Peters, Assistant Professor of Management, School of Business and Economics, at a salary of \$20,500 for the nine-month period beginning August 20, 1979.
91. Mr. Keith H. Dusenberry, Assistant Professor of Construction Technology, School of Applied Sciences and Technology, at a salary of \$17,000 for the nine-month period beginning August 20, 1979.
92. Mr. John Lester, Instructor of Education, University Breckinridge School, at a salary of \$11,000 for the nine-month period beginning August 20, 1979.
93. Miss Fadia Lowe, Coordinator, ABE Adult Learning Center, at a twelve-month salary of \$14,750 beginning July 1, 1979.
94. Mrs. Carolyn Black, Assistant Coordinator, ABE Adult Learning Center, at a twelve-month salary of \$8,000 beginning July 1, 1979.
95. Mrs. Sharon Moore, Assistant Coordinator, Competency/Based Education and Learning Disabilities Development/Training Program for ABE Personnel, at a twelve-month salary of \$14,400 beginning July 1, 1979.
96. Mr. Charles Bailey, Coordinator, Competency/Based Education and Learning Disabilities Development/Training Program for ABE Personnel, at a twelve-month salary of \$18,000 beginning July 1, 1979.

97. Mrs. Janice Smiley, Secretary, Competency/Based Education and Learning Disabilities Development/Training Program for ABE Personnel, at a twelve-month salary of \$7,696 beginning July 1, 1979.
98. Mr. Billy Taulbee, Farm Laborer, School of Applied Sciences and Technology, at a salary of \$3 per hour beginning June 21, 1979.
99. Ms. Kim Sook Sohn, Assistant Professor of Nursing, School of Applied Sciences and Technology, at a salary of \$15,000 for the nine-month period beginning August 20, 1979.
100. Mrs. Doris M. McDowell, Head of the Department of Allied Health Sciences and Professor, School of Applied Sciences and Technology, at a twelve-month salary of \$25,500 beginning August 6, 1979.
101. Ms. Mary Peggy Osborne, Instructor of Marketing, School of Business and Economics, at a salary of \$13,750 for the nine-month period beginning August 20, 1979.
102. Mr. James Ratliff, Regional Representative, at a salary of \$1,000 for the ten-month period beginning August 1, 1979.
103. Mr. Dave Kraemer, Regional Representative, at a salary of \$1,000 for the ten-month period beginning August 1, 1979.
104. Mr. Harry Wellington Ryan, Jr., Coordinator of Campus Events, Bureau of University and Regional Services, at a twelve-month salary of \$13,000 beginning August 1, 1979.
105. Mrs. Mary Suzanne Moore, Coordinator of the Autotutorial Learning Laboratory, School of Applied Sciences and Technology, at a salary of \$9,400 for the nine-month period beginning August 20, 1979.
106. Dr. Ted Edmonds, Regional Representative, at a salary of \$1,000 for the ten-month period beginning August 1, 1979.
107. Mr. Ray McCann, Regional Representative, at a salary of \$1,000 for the ten-month period beginning August 1, 1979.
108. Dr. Katherine Herzog, Assistant Professor, School of Education, at a salary of \$15,000 for the nine-month period beginning August 20, 1979.
109. Ms. Loretta Marlow, Women's Assistant Basketball/Head Softball Coach, Division of Athletics, at a twelve-month salary of \$12,000 beginning August 20, 1979.
110. Mrs. Jacklynn Darling, Instructor of Radiologic Technology, School of Applied Sciences and Technology, at a twelve-month salary of \$15,000 beginning August 1, 1979.

111. Mr. Green Russell Miller, Assistant Professor of Economics, School of Business and Economics, at a salary of \$19,000 for the nine-month period beginning August 20, 1979.
112. Mr. Steven R. Pruitt, Printer, Division of Public Affairs, at a twelve-month salary of \$9,500 beginning August 9, 1979.
113. Mr. Bobby DeHart, General Trucking, Department of Buildings and Grounds, at a twelve-month salary of \$7,700 beginning August 1, 1979.
114. Mr. Paul Gordon Hereford, Rotating Night Clerk, Bureau of Student Affairs, at a salary of \$3.10 per hour for 35 hours per week beginning August 1, 1979.
115. Mr. John Edwards, Instructor of Education, University Breckinridge School, at a salary of \$11,000 for the nine-month period beginning August 20, 1979.
116. Mrs. Bonnie Bailey, Instructor of Data Processing, School of Business and Economics, at a salary of \$14,500 for the nine-month period beginning August 20, 1979.
117. Mrs. Ovella Jessee, Clerk/Typist, Bureau of University and Regional Services, at a twelve-month salary of \$6,448 beginning July 16, 1979.
118. Ms. Cynthia Branhan, Clerk/Typist, Johnson Camden Library, at a twelve-month salary of \$6,448 beginning July 16, 1979.
119. Mrs. Barbara Byrd, Clerk/Typist, Johnson Camden Library, at a salary of \$3 per hour beginning July 23, 1979.
120. Ms. Vickie S. Roark, Student Assistant, Bureau of Student Affairs, at a salary of \$3,150 for the nine-month period beginning August 15, 1979.
121. Ms. Cynthia Williams, Night Clerk, Bureau of Student Affairs, at a salary of \$3.10 per hour for 42 hours per week for 49 weeks beginning August 1, 1979.
122. Ms. Tressie O'Nan, Rotating Night Clerk, Bureau of Student Affairs, at a salary of \$3.10 for 21 hours weekly for 41 weeks beginning August 1, 1979.
123. Mrs. Deborah Ward, Assistant Librarian, Johnson Camden Library, at a twelve-month salary of \$10,000 for the period July 1, 1979, to September 30, 1979.
124. Ms. Mildred Conn, Secretary, School of Applied Sciences and Technology, at a salary of \$2.90 per hour beginning April 16, 1979.

125. Ms. Brenda Goatley, Laboratory Assistant, Institutional Foods Laboratory, at a salary of \$3 per hour beginning April 11, 1979.
126. Mr. Woodford Caudill, Farm Laborer, School of Applied Sciences and Technology, at a salary of \$3 per hour beginning April 20, 1979.
127. Ms. Nellie Anderson, Farm Laborer, School of Applied Sciences and Technology, at a salary of \$3 per hour beginning March 26, 1979.
128. Dr. Ted Pass, AHES Project, at a salary of \$842 for the period April 23 to June 15, 1979.
129. Ms. Mary Fisher, Janitress, Department of Buildings and Grounds, at a twelve-month salary of \$6,760 beginning June 11, 1979, and raised to an annual salary of \$7,100 beginning July 1, 1979.
130. Mr. Robin Cline, Farm Laborer, School of Applied Sciences and Technology, at a salary of \$3 per hour beginning July 19, 1979.
131. Mrs. Tamalyn Glasser, Instructor of Education, University Breckinridge School, at a salary of \$12,500 for the 1979-80 School year.
132. Mr. Douglas Keenan, Instructor of Electricity, School of Applied Sciences and Technology, at a salary of \$13,000 for the 1979-80 school year.
133. Ms. Diana Grooms, Programmer, Division of Planning, at a twelve-month salary of \$13,000 beginning July 1, 1979.
134. Ms. Nancy Flippin, Instructor of Medical Assisting, School of Applied Sciences and Technology, at a salary of \$13,500 for the 1979-80 school year. (One-year appointment)
135. Ms. Wanda James, Receptionist-Typist, Division of Public Affairs, at a twelve-month salary of \$6,448 beginning June 18, 1979.
136. Ms. Rhonda Jones, News Assistant, WMKY, at a salary of \$3,374 beginning July 1, 1979.

C. Leaves of Absence

1. Mrs. Kay Bishop, Instructor of Business, Maternity Leave of Absence for the 1979 fall semester.
2. Mrs. Pamela Thompson, Instructor of Nursing, Sabbatical Leave with half pay for the 1979 fall semester.
3. Mrs. Opal LeMaster, Assistant Professor of Education, extension of leave without pay for 1979 fall semester.
4. Dr. Charles Holt, Associate Professor of History, Sabbatical Leave with full pay for the 1980 spring semester.
5. Dr. Harold Rose, Head, Department of Adult, Counseling and Higher Education, leave of absence without pay for the 1979 fall semester.

D. Adjustments

1. Mr. Gene Ranvier, position changed from Associate Director of Division of Student Activities and Organizations to Acting Associate Registrar beginning June 4, 1979, and beginning August 20, 1979, position changed to Registrar at a salary of \$19,000.
2. Dr. Robert Charles, relinquish position as Head of Department of Languages and Literature and return to full-time teaching at a salary of \$22,050 for the 1979-80 academic year.
3. Mr. George Sadler, retire as full-time Associate Professor of Education effective July 1, 1979, and assume a 30 percent load for the 1979-80 academic year consisting of Tennis Coach and a part-time teaching load at a salary of \$6,610.
4. Mr. Jerry Franklin, position changed from Registrar to full-time Assistant Professor of Education for the 1979-80 academic year at a salary of \$19,000.
5. Dr. Steve Young, transferred from the Department of Library Science and Instructional Media to the Department of Administration, Supervision and Secondary Education for the 1979-80 academic year.

6. Mrs. Opal LeMaster, transferred from the Department of Library Science and Instructional Media to the Department of Elementary and Early Childhood Education for the 1979-80 academic year.
7. Dr. James Gotsick, Acting Dean of the School of Education and Professor of Psychology for the period May 13 to August 20, 1979, at a salary of \$6,090.
8. Dr. Leonard Burkett, Acting Head of the Department of Elementary and Early Childhood Education and Professor of Education for the period May 13 to June 30, 1979, at a salary of \$3,510 and for the 1979-80 fiscal year at a salary of \$30,300.
9. Mr. Bill Fair, transferred from Admissions Counselor in the Bureau of University and Regional Services to Coordinator of Regional Instruction at a salary of \$14,500 beginning August 15, 1979.
10. Dr. Mildred Quinn Hickman, changed from department head on a rotational basis to Head of the Department of Business Education and Office Administration beginning July 1, 1979.
11. Dr. Bernard Davis, Head of the Department of Management and Marketing will serve as Interim Director of the Appalachian Development Center during the period of August 6, 1979, and ending December 31, 1979.
12. Dr. Charles Pelfrey, Professor of English, Acting Head of the Department of Languages and Literature, beginning August 20, 1979, at a salary commensurate with his responsibilities.
13. Mrs. Janice Smiley, position changed from secretary in the Department of Adult, Counseling and Higher Education to Grants and Contracts Accountant in the Bureau of University and Regional Services at a salary of \$12,000 beginning August 1, 1979.
14. Mrs. Betty Porter, Assistant Professor of Nursing, Acting Head of the Department of Allied Health Sciences, at a salary of \$2,250 for the period May 14 to August 3, 1979.
15. Mr. David Miller, position changed from Printer to Printing Production Supervisor, Division of Public Affairs, at a salary of \$12,500 beginning July 9, 1979.

E. NCAA Camp (July 2 - August 3)

1.	Wayne Chapman,	\$ 750
2.	Gerald Cooper	725
3.	Allison Franklin	625
4.	Harry Hardin	850
5.	Tami Lichtenberg	625
6.	Orvell Lindsay	725
7.	Monica Nesbitt	725
8.	Muriel Raine	1,000
9.	Sheda Sabie	625
10.	Gary Trent	700
11.	Ted Trent	1,800
12.	Victoria Calvert	625
13.	William Buelteeman	700
14.	Leslie Boodry	625
15.	Anthony Bentley	725
16.	Cathy Beane	725
17.	Timothy Back	625
18.	Palmer Adkins	1,000
19.	Van Holloway	750
20.	Thomas Jones	750

F. Nutrition Education Workshop (July 23 - July 27)

1.	Shirley Blair	\$ 750
2.	Dreama Price	750
3.	Glen McNeil	750
4.	Eena Adams	1,500
5.	Susan Mark	600
6.	Donna Baldwin	750
7.	Sarah Jordan	1,250
8.	Nancy Graham	2,500

G. University Counseling Center (Upward Bound Program/June 2 - July 4)Teachers

1.	Wanda Fugate	\$1,200
2.	Verna Looney	400
3.	Nancy McKenzie	1,300
4.	Sylvia Wilson	1,200
5.	Kathryn Abbott	1,200
6.	Jacalyn Claxon	1,200
7.	Charlie Jones	867
8.	Gordon Nolan	433
9.	Marsha Blake	1,300
10.	Judith Edinger	1,200
11.	Linda Bates	1,200
12.	Dennis Karwatka	1,300
13.	Claudia Hicks	867
14.	Carolyn Flatt	800
15.	John Lester	1,200

Tutor Counselors

1.	Lisa Allen	\$700
2.	Lynda Andrews	700
3.	Catherine Figg	700
4.	Lisa Sayble	700
5.	Cristie Taylor	700
6.	Diane Long	700
7.	James Beair	700
8.	Gary Coleman	700
9.	Adrean Franklin	700
10.	Karl Schlichter	700
11.	Kermie Hodge	700

INTERSESSION 1979

<u>Applied Sciences and Technology:</u>	<u>Hours Taught</u>	<u>Amount</u>
Joe Bendixen	3	\$1,153.00
Floy Patton	3	939.00
Dennis Karwatka	3	849.00
Tom Osborne	3	894.00
Betty Nordholm	3	1,125.00
Sonata Bohen	3	937.50
Virginia Maruish	3	997.50
Pauline Ramey	3	990.00
Betty Tapp	3	975.00
Ellie Reser	3	653.00
		<u>\$9,513.00</u>

Business and Economics:

Joe Barber	3	1,056.00
Eugene Martin	3	1,221.00
Larry Brumbaugh	3	872.00
John Alcorn	3	1,021.00
		<u>\$4,170.00</u>

Education:

Michael McCord	3	1,014.00
Randall Wells	4	1,313.00
Bill Moore	3	1,086.00
Dean Owen	3	892.00
Elizabeth Anderson	2	574.00
John Stanley	2	727.00
Steve Young	3	976.00
Carol Georges	3	861.00
Coletta Grindstaff	3	926.00
Alan Childs (Paid from Federal Grant #81221001)	3	950.00
Dennis Edinger (Paid from Federal Grant #7013003)	2	637.00
James Clay	2	500.00
		<u>\$10,456.00</u>

Humanities:

Gene Pyle	3	1,029.00
Michael Biel	3	856.00
Joyce Crouch	3	751.00
James Quisenberry	3	1,103.00
Harlen Hamm	3	934.00
William Layne	3	1,093.00
Lewis Barnes	3	1,440.00
Donald Cunningham	Reassigned Time	1,100.00
Marc Glasser	Reassigned Time	1,038.00
		<u>\$9,344.00</u>

Sciences and Mathematics:

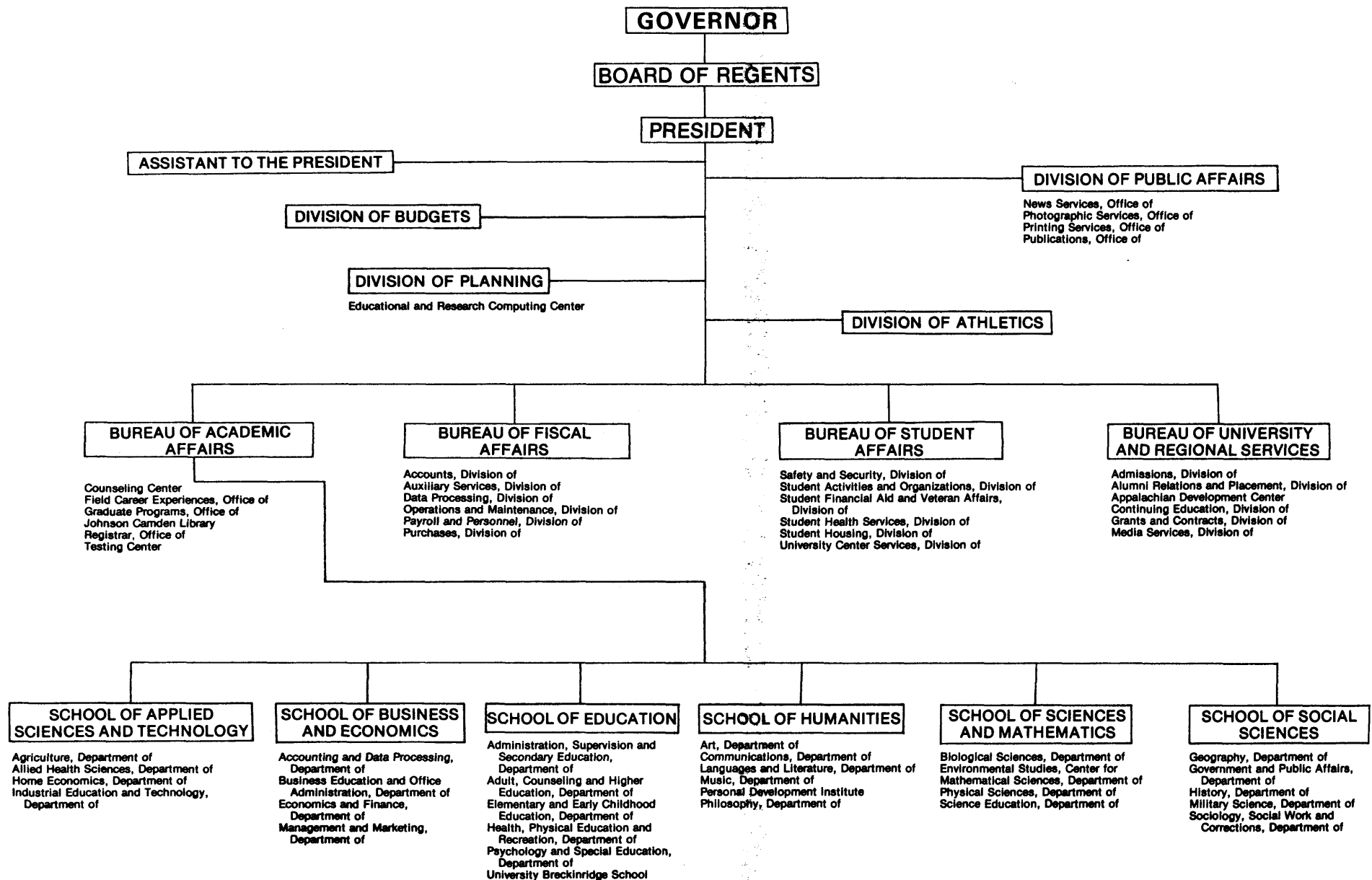
Gerald DeMoss	3	1,017.00
Maurice Esham	3	983.00
Leslie Meade	3	789.00
Madison Pryor	3	1,449.00
Howard Setser	3	1,128.00
		<u>\$5,366.00</u>

<u>Social Sciences:</u>	<u>Hours Taught</u>	<u>Amount</u>
Roland Burns	3	\$1,063.00
John Hanrahan	3	1,284.00
Edmund Hicks	3	1,343.00
Kenneth Hoffman	3	1,041.00
William Huang	3	1,125.00
Patsy Whitson	3	821.00
Margaret Patton	3	993.00
Gary Frazier	3	1,041.00
Charles Holt	3	1,090.00
Hubert Crawford	3	873.00
		<u>\$10,674.00</u>
 TOTAL		 \$49,523.00

Ex " " x IV

Morehead State University Organization Chart

July 1, 1979



Eph. 11 + V

MOREHEAD STATE UNIVERSITY SPEAKERS BUREAU

1978-79 Engagements

<u>DATE</u>	<u>INDIVIDUAL/GROUP</u>	<u>ORGANIZATION</u>	<u>LOCATION</u>
March 22	Dr. John Forbes	Boyd County Historical Society	Ashland
March 29	Wayne Martin	Somerset High School	Somerset
April 2	Kenneth Wright	Rowan County High School	Morehead
April 12	Mickey Wells	Sinking Springs School	Maysville
April 17	Larry Keenan	Lexington Federated Clubs	Lexington
April 19	Dr. William Hampton	Russell Central Elementary School	Russell
April 22	Ken Trivette	Holy Family High School	Ashland
April 22	Dr. Ron Dobler	Floyd County Public Library	Prestonsburg
April 23	Dr. Morris Norfleet	Estill County High School	Irvine
April 23	Wayne Martin	Hazard High School	Hazard
April 23	Dr. Olga Mourino	Lafayette High School	Lexington
April 24	Dr. Reedus Back	East Greenup Kiwanis Club	Russell
April 26	Dr. Lindsey Back	Grayson Younger Women's Club	Grayson
April 26	Dr. Bill Booth	Kentucky Creative Arts Club	Ashland
April 27	Wayne Martin	Wolfe County High School	Campton
April 27	Ted Marshall	First Presbyterian Church	Mt. Sterling
April 27	Mickey Wells	Germantown Elementary School	Germantown
April 27	Randy McCoy	Magoffin County Schools	Salyersville
April 29	Mickey Wells	Jones Elementary School	Maysville

<u>DATE</u>	<u>INDIVIDUAL/GROUP</u>	<u>ORGANIZATION</u>	<u>LOCATION</u>
May 1	Dr. Morris Norfleet	Louisa Rotary Club	Louisa
May 2	Dr. Louise Q. Hickman	Pikeville High School	Pikeville
May 3	Fred Busroe	Winchester Lions Club	Winchester
May 3	Maurice Strider	Morehead Senior Citizens	Morehead
May 10	Dr. Russell Brengelman	Holy Family High School	Ashland
May 10	Dr. Ron Dobler	Red Bird High School	Beverly
May 11	Wayne Martin	Powell County High School	Stanton
May 12	Maurice Strider	Jones Elementary School	Maysville
May 12	Dr. Dan Thomas	Limestone IRA	Maysville
May 15	Maurice Strider	Mason County High School	Maysville
May 15	Dr. Reedus Back	Kentucky SACS Committee	Bowling Green
May 17	Dr. Jack Wilson	Lewis County High School	Vanceburg
May 18	Wayne Martin	Mafoffin County High School	Salyersville
May 20	Steve Hamilton	Estill County High School	Irvine
May 22	Dr. Ron Dobler	United Methodist Church	Morehead
May 24	Dr. Rondal Hart	Cynthiana Optimist Club	Cynthiana
May 25	Dr. Morris Norfleet	Magoffin County High School	Salyersville
May 27	Mike Mayhew	First Presbyterian Church	Mt. Sterling
May 27	Elmer Anderson	Morgan County High School	West Liberty

<u>DATE</u>	<u>INDIVIDUAL/GROUP</u>	<u>ORGANIZATION</u>	<u>LOCATION</u>
May 29	Dr. Morris Norfleet	Somerset High School	Somerset
May 29	Dr. Thomas Morrison	Louisa Rotary Club	Louisa
June 16	Tom Lichtenberg	Meniffee County Lions Club	Frenchburg
June 26	Dr. Thomas Morrison	Ashland Lions Club	Ashland
June 27	Jay Flippin	Fleming County Homemakers	Flemingsburg

NOTE: The following letter is to be used to notify persons who have given the University "cold checks."

Your check, dated the ____ day of _____, 19____, in the amount of \$_____, was returned to Morehead State University unpaid. The bank on which the check was drawn has indicated the reason for returning the check as _____.

In addition to the amount of your returned check, there will be a service charge of \$5.00. The total amount to be paid by cash, cashier's check, certified check, registered check, or money order to Morehead State University is \$_____. Please redeem this check by bringing or sending this amount to the Business Office within the next ten (10) days in order that your records and those of the University may be cleared.

IF YOU HAVE NOT REDEEMED THIS CHECK WITHIN TEN (10) DAYS, THE UNIVERSITY WILL OBTAIN A WARRANT FOR YOUR ARREST CHARGING YOU WITH THEFT BY DECEPTION.

If you have any questions, please do not hesitate to contact me.

Sincerely,

MOREHEAD STATE UNIVERSITY APARTMENT AND DUPLEX LEASE

(Building Name)

(Building Number)

(Apartment Number)

THIS LEASE AGREEMENT, made and entered into this
the ____ day of _____, 19____, by and between
MOREHEAD STATE UNIVERSITY, hereafter known as LESSOR, and
_____,
hereafter known as LESSEE;

WITNESSETH: That the LESSOR, in consideration of
the rents and covenants hereinafter stipulated to be paid
and performed by the LESSEE, does hereby demise, let and
lease the above identified apartment or duplex, located on
the campus of Morehead State University, to be used and
occupied by the LESSEE as a dwelling, and for no other purpose,
for a term of _____ months, beginning on the ____ day of
_____, 19____, and terminating on the ____ day
of _____, 19____.

This Lease Agreement is subject to the following
terms, conditions, rents, and covenants:

1. The rental for the premises shall be the sum of \$ _____, payable in installments of \$ _____ per month, each installment being payable each month in advance. The rental is due and payable on a monthly basis which is from the first day of each month to the last day of each month. Any rental installment not made by the tenth (10th) day of each month shall be deemed delinquent. The rental fee shall be pro-rated for a month when the tenant moves into the premises after the first day of the month or moves from the premises prior to the last day of the month.

2. The LESSEE does hereby covenant and agree with the LESSOR to pay the rent at the times and place and in the manner herein specified; to make a deposit of \$50.00 in advance to be used toward payment for any damage done to the apartment or to the equipment assigned to the tenant by the tenant, his family, his guests, or his agents. To pay the rent provided herein at the University Business Office when due, including the additional deposit or any additional rent which may be charged by reason of alternations or changes to be made in the rental rate; to pay, when billed for any damage done to the premises by the tenant or by any member of the tenant's family or by any guest or agent thereof, except damage done beyond the control of the tenant and his family, guests, or agents; to neither assign this lease or to sublet or transfer possession of the premises, nor to give accommodation to borders or lodgers,

nor to use the premises for any illegal or immoral purpose, nor to use or permit the use of the dwelling for any purpose other than a private dwelling solely for the tenant and his family, consisting of ____ adults and ____ minors; to provide evidence of marriage if requested by the LESSOR; to quit and surrender the premises at the expiration of this Lease in good order and repair, reasonable wear and tear excepted; to keep the premises in a clean and sanitary condition; and whenever requested by the LESSOR in connection with any proposed work on the interior of the premises, to temporarily move all household furnishings which would impede the performance of such work; not to use tacks, nails, or screws or other fasteners in any part of the premises except in the manner prescribed by the LESSOR; to erect no antenna, any part of an antenna, or its connection is permitted to extend outside of the premises; to notify the LESSOR promptly of the need of repairs to the premises; to follow all rules and regulations prescribed by the LESSOR concerning the use and care of the premises and any common or community space, including all walks, drives, playgrounds, which rules and regulations are and shall be a part of this Lease with the same force as if fully set out herein; to permit the LESSOR or its representatives to enter the premises during all reasonable hours to examine and inspect the same, or to make such repairs, additions or alternations as may be deemed necessary, or to show the premises for re-leasing if a notice of intent to vacate has been received by the LESSOR from the LESSEE; to notify the LESSOR immediately upon any change in

the number of the family of the LESSEE; to have the use of any electrical appliance approved by the Superintendent of Buildings and Grounds; to park cars in areas designated by the LESSOR in such a manner as not to interfere with traffic; to pursue no business on the premises without the approval of the LESSOR; to create no fire hazard or permit combustible material to be kept on the premises and shall take every precaution to prevent fires; to permit no guest to remain longer than seven (7) days with/^{out} consent of the LESSOR; to keep no pets upon the premises; to erect no clothes lines upon the premises; to exhibit no signs or plaquiers on any windows or other parts of the premises; to not use the premises for any purpose or in such a manner which, in the opinion of the LESSOR, may or will annoy or disturb other tenants of the apartment house or the neighbor thereof, or which, in the opinion of the LESSOR, may or will be detrimental to the reputation of the premises.

3. Neither the LESSOR, nor any of its representatives, agents, or employees, shall be liable for any damage or loss from theft, fire, or from any other cause whatsoever to the property of the LESSEE, his family, or his guests or agents.

4. This Agreement shall be terminated, without notice, and the LESSOR shall have the right to immediately re-enter the premises upon the occurrence of any of the following events:

delivered at the Business Office of Morehead State University.

8. The LESSEE agrees that in the event he fails to notify the LESSOR of his intent to vacate the premises more than fifteen (15) days prior to the end of the month, shall result in the LESSEE being liable for rent for the succeeding month.

9. It is understood and agreed between the parties hereto that in the event the LESSEE shall become delinquent on any rental installment, the LESSOR, at it's option, may refuse to permit the LESSEE to enroll at a future date, may place a hold on my permanent record in the Registrar's Office, and may remove me from student status until such time as I have satisfied the delinquency in full.

10. The failure of the LESSOR to exercise any right contained herein shall not be construed to constitute a waiver of the right of the LESSOR to exercise said right at a later date for the same or similar causes.

11. This instrument constitutes the entire agreement between the parties, and no changes, additions, or deletions shall be made except in writing, acknowledged by the parties hereto.

WITNESS OUR HANDS, this the day and date aforesaid.

LESSOR:

MOREHEAD STATE UNIVERSITY

BY: _____
Housing Manager

LESSEE:

(Date)

MOREHEAD STATE UNIVERSITY
FISCAL AFFAIRS OFFICE
MOREHEAD, KENTUCKY 40351

PROMISSORY NOTE

\$ _____

(Date)

I, _____, Social
Security Number _____, promise to pay to MOREHEAD STATE
UNIVERSITY, the sum of \$ _____, together with
interest at the rate of _____% per annum, simple interest,
as follows:

DATE INSTALLMENT DUE

AMOUNT OF INSTALLMENT

In the event the Maker herein becomes more than ten (10)
days in default on any installment payment, MOREHEAD STATE
UNIVERSITY, at it's option, may declare the entire unpaid
balance immediately due and payable. Further, in the event

that the Maker becomes more than ten (10) in default on any installment, MOREHEAD STATE UNIVERSITY may refuse to permit the Maker to enroll at a future date; the UNIVERSITY may place a hold on my permanent record in the Registrar's Office; and MOREHEAD STATE UNIVERSITY may remove the Maker from student status.

(Maker)

(Local or University Address)

(Home Address)

(Telephone Number)

Preliminary Report Proposals Submitted and Funded 1978-79

Division of Grants and Contracts

**Bureau of University and Regional Services
Morehead State University
Morehead, Kentucky**

DIVISION OF GRANTS AND CONTRACTS
BUREAU OF UNIVERSITY AND REGIONAL SERVICES
Morehead State University

M E M O R A N D U M

TO: President Morris L. Norfleet

FROM: Carole C. Morella, Director *CM*
Division of Grants and Contracts

C. Victor Ramey, Grants Officer *VR*
Division of Grants and Contracts

DATE: August 1, 1979

SUBJECT: Preliminary Report on Proposals Submitted and Funded

The Division of Grants and Contracts has completed the attached summary of 159 proposals submitted to funding agencies by Morehead State from July 1, 1978, through June 30, 1979. As of July 1, 1979, 79 of the 159 proposals have been funded in the amount of \$1,743,384 and 36 proposals representing \$2,713,469 are pending.

A final report will be distributed when we receive information concerning the pending requests. Proposals submitted after June 30 will be included in the 1979-80 report on proposals submitted and funded.

cb

Attachment

DIVISION OF GRANTS AND CONTRACTS
BUREAU OF UNIVERSITY AND REGIONAL SERVICES
Morehead State University

REPORT ON PROPOSALS SUBMITTED AND FUNDED

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
1. Fruit Adaptability to Areas Surface Mined for Coal in Eastern Kentucky (July 1, 1978)	School of Applied Sciences and Technology Department of Agriculture (Robert Wolfe)	Governor's Council on Agriculture	To complete a demonstration project with comprehensive research to determine if certain crops can be grown profitably, for promotion, and for consumer awareness.	\$ 29,439	\$ 29,439 (August 1, 1978)
2. In-service Teacher Education (July 1, 1978)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	Council on Higher Education	To provide in-service education programs for local school districts in eastern Kentucky.	30,000	30,000 (July 26, 1978)
3. Center for Economic Education (July 1, 1978)	School of Business and Economics Department of Economics (Thomas Morrison)	Kentucky Council on Economic Education	To support the program activities for the Center for Economic Education.	3,000	3,000 (August 30, 1978)
4. Academic Program Development (July 5, 1978)	Bureau of Academic Affairs	Council on Higher Education	To strengthen existing undergraduate instructional academic programs in accordance with the Morehead State mission statement and academic support services.	488,334	150,000 (October 11, 1978)
5. Developmental Studies Program (July 5, 1978)	Bureau of Academic Affairs	Council on Higher Education	To support a developmental studies program at Morehead State.	14,637	14,637 (July 24, 1978)
6. A Development Training Program for Egyptian Nationals (July 14, 1978)	School of Business and Economics (William Whitaker)	U.S. Agency for International Development	To provide a training program in applied business skills and finance for twelve Egyptian nationals.	72,446	Pending

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
7. Religion and the Humanities (July 18, 1978) (Preliminary)	School of Humanities Department of Art (Bill Booth)	Kentucky Humanities Council	To host a conference of regional ministers, laity, professors, and students interested in the relationship between religion and the humanities.	To be assigned	Denied (January 1, 1979)
8. Child Development Associate Target State Effort (July 21, 1978)	School of Education Department of Elementary and Early Childhood Education (Cuba Craig)	U.S. Office of Education	To enable the Morehead State Child Development Associate Program to work more closely in publicizing the Child Development Associate Program in the state and to explore the feasibility of incorporating the Child Development Associate Credential into the state day care licensing regulations.	4,813	4,813 (September 21, 1978)
9. Kentucky Employability Skills Project (July 25, 1978)	Bureau of University and Regional Services Appalachian Development Center (Philip Conn)	Kentucky Department for Human Resources	To demonstrate an effective method of counseling teaching techniques in career education with youth-employment activities and to develop video/audio supplements to this method adding specialized learning opportunities for youths and young adults through components of manpower services in Kentucky.	55,512	55,512 (October 9, 1978)
10. Kentucky Employability Skills Project-Supplemental (July 25, 1978)	Bureau of University and Regional Services Appalachian Development Center (Philip Conn)	Kentucky Department for Human Resources	To demonstrate the effectiveness of the revised Employability Skills Series of the Adkins Life Skills Program.	14,400	Pending

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
11. Development of Manuals for Training in Corrections (July 31, 1978) (Preliminary)	School of Social Sciences Department of Sociology, Social Work and Corrections (George Dickinson)	Kentucky Bureau of Corrections	To develop on-the-job, career ladder, generic management training manuals for employees of the Bureau of Corrections.	\$ 37,800	Denied (August 15, 1978)
12. Nutrition Education Program (August 1, 1978)	School of Applied Sciences and Technology Department of Home Economics (Nancy Graham)	Kentucky Department of Education	To provide training for public school teachers and food service personnel in nutrition education.	35,000	35,000 (October 3, 1978)
13. Vocational Teacher Education Plan (August 1, 1978)	School of Applied Sciences and Technology (Charles Derrickson)	Kentucky Department of Education	To continue support of the agriculture, business education, home economics, and industrial education and technology vocational education, programs.	178,616	30,400 (October 16, 1978)
14. Identification and Evaluation of Adult Educational Television and General Equivalency Diploma Instructional Programs and Recommendations for Utilization in Appalachian Education Satellite Program (August 14, 1978) (Preliminary)	Bureau of University and Regional Services Appalachian Development Center (George Eyster)	Appalachian Regional Commission	To identify, review, and evaluate existing material in the areas of adult instruction programs and General Equivalency Diploma instruction programs for adaptability to the Appalachian Education Satellite Program delivery system.	42,163	Pending
15. Preschool Children's Books (August 23, 1978)	Bureau of University and Regional Services Appalachian Development Center (George Eyster)	New York Children's Book Council	To purchase and distribute children's books and reading readiness materials in homes of educationally disadvantaged families in Rowan County.	500	Denied (September 13, 1978)
16. Assistance to Small Businesses (August 23, 1978)	School of Business and Economics Department of Accounting (Gary VanMeter)	U.S. Small Business Administration	To provide management counseling and technical assistance for small business concerns.	2,500	2,500 (November 11, 1978)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
17. Comprehensive Plan for Vocational Education in Mining Occupations (September 6, 1978)	School of Applied Sciences and Technology Department of Industrial Education and Technology (Robert Newton)	Kentucky Bureau of Vocational Education	To make a comprehensive study of the status of mine training in Kentucky and propose a program model for future vocational education mine career and preparatory training.	\$ 11,025	Pending
18. Humanities Consultant Program (September 15, 1978)	School of Social Sciences Department of History (Edmund Hicks)	National Endowment for the Humanities	To engage the services of a consultant selected by the National Endowment for the Humanities for advice and assistance in merging a non-traditional humanities program into the general education program at Morehead State.	4,658	4,658 (April 26, 1979)
19. Appalachian Educational Satellite Program (September 15, 1978)	Bureau of University and Regional Services Office of Media Services (Bill Rosenberg)	Appalachian Regional Commission	To continue the Appalachian Educational Satellite Program at Morehead State.	19,519	21,711 (April 11, 1979)
20. Comparison Study of Two Freshwater Ecosystems (September 18, 1978)	Bureau of Academic Affairs TRIO Program (Wanda Bigham) (Terry Blong)	National Science Foundation	To provide thirty high school students an instructional/research opportunity to participate in a comparison study of two freshwater ecosystems.	31,600	22,320 (February 9, 1979)
21. Summer Enrichment: Student Science Research (September 18, 1978)	School of Sciences and Mathematics Department of Science Education (Ronald Fiel)	National Science Foundation	To provide fifteen high school students an opportunity to participate as research assistants in science education.	15,980	Denied (February 12, 1979)
22. A Study of Adult Functional Illiteracy in the Appalachian Region (September 19, 1978)	Bureau of University and Regional Services Appalachian Development Center (George Eyster)	Appalachian Regional Commission	To provide the Appalachian region with data related to the problem of Appalachian adult illiteracy and to identify priority groups for whom service in adult education instruction will yield the greatest return to the economy of the region.	53,665	Denied (October 4, 1978)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
23. Adult Literacy Handbook (September 19, 1978)	Bureau of University and Regional Services Appalachian Development Center (George Eyster)	U.S. Office of Education	To refine, field test, evaluate, develop corresponding print and media materials, reproduce, and provide a dissemination plan for the Adult Literacy Handbook.	\$ 40,275	Denied (October 11, 1978)
24. Clinical Experiences for Radiologic Technology Students (September 19, 1978)	School of Applied Sciences and Technology Department of Industrial Education and Technology (Robert Newton)	Council on Higher Education	To place radiologic technology students in the Area Health Education System region of Southeastern and Big Sandy/FIVCO for the purpose of providing additional educational experiences in radiologic technology.	5,855	5,855 (February 1, 1979)
25. Parole Risk Prediction Scales (September 21, 1978) (Preliminary)	School of Social Sciences Department of Sociology, Social Work and Corrections (George Dickinson)	Kentucky Bureau of Corrections	To develop parole risk prediction scales for property and violent offenders in Kentucky for Parole Boards.	49,500	Denied (November 28, 1978)
26. Adolescent Behavior: Before and After Desegregation (September 22, 1978)	School of Social Sciences Department of Sociology, Social Work and Corrections (George Dickinson)	National Institutes of Health	To continue a research study on determining changes in dating behavior, sex information sources, and religious behavior after desegregation in 1970 in a northeast Texas community.	15,589	Denied (June 15, 1979)
27. Microcomputer-Assisted Instruction in General Chemistry Courses (September 25, 1978)	School of Sciences and Mathematics Department of Physical Sciences (John Philley) (Charles Jenkins)	National Science Foundation	To improve general chemistry courses by developing programs of instruction that can be presented with microcomputers in the classroom.	23,828	Denied (April 10, 1979)
28. The Role of Rutin in Atherosclerosis (September 27, 1978)	School of Sciences and Mathematics Department of Biological Sciences (David Saxon)	Kentucky Heart Association	To investigate the possible role of rutin in the formation of atherosclerosis lesions.	9,919	Denied (January 15, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
29. Veterans' Cost-of-Instruction Program (October 3, 1978)	Bureau of Student Affairs Division of Financial Aid and Veterans Affairs (Elmer Anderson)	U.S. Office of Education	To partially provide for instructional costs of veterans.	\$ 11,715	\$ 11,715 (October 3, 1978)
30. Corrections Evaluation Instrument (October 4, 1978)	School of Social Sciences Department of Sociology, Social Work and Corrections (George Dickinson)	National Institute of Law Enforcement and Criminal Justice	To develop a corrections program evaluation instrument for colleges and universities.	14,621	Denied (October 12, 1978)
31. Religious Sources of Radicalism in the United States, 1865 to 1867 (October 5, 1978)	School of Social Sciences Department of History (Victor Howard)	National Endowment for the Humanities	To research the religious sources of radicalism growing out of the assassination of Abraham Lincoln: the consequences of the memorial sermons delivered after Lincoln's death.	2,500	Denied (March 15, 1979)
32. College Library Resources (October 6, 1978)	Bureau of Academic Affairs Johnson Camden Library (Jack Ellis)	U.S. Office of Education	To assist in the acquisition of academic library resources.	5,000	3,963 (January 12, 1979)
33. Energy-Education Workshops for Elementary and Middle School Teachers in Appalachian Kentucky (October 6, 1978)	School of Sciences and Mathematics Department of Physical Sciences (John Philley)	National Science Foundation	To conduct a series of energy education workshops for elementary and middle school teachers of Appalachian Kentucky.	27,175	Denied (April 2, 1979)
34. Religious Sources of Radicalism Growing Out of the Assassination of Abraham Lincoln (October 9, 1978)	School of Social Sciences Department of History (Victor Howard)	Newberry Library	To spend three months at the Newberry Library researching the extent to which radicalism after the Civil War had its roots in the constituency that the Radical Republicans represented.	1,500	Denied (January 2, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
35. Supplemental Community Service Grant (October 12, 1978)	School of Humanities Department of Communications (Larry Netherton)	Corporation for Public Broadcasting	To support program production, promotion, and travel expenses for WMKY.	\$ 2,505	\$ 2,505 (November 8, 1978)
36. Community Service Grant (October 12, 1978)	School of Humanities Department of Communications (Larry Netherton)	Corporation for Public Broadcasting	To provide support for the operation of WMKY in the areas of program services, equipment and general services.	41,038	41,038 (November 8, 1978)
37. The Religious Sources of Radicalism During Reconstruction, 1865-1867 (October 13, 1978)	School of Social Sciences Department of History (Victor Howard)	American Philosophical Society	To examine the memorial sermons delivered after the assassination of Lincoln as a factor which triggered a national commitment to radical reconstruction.	1,000	850 (February 7, 1979)
38. Heritage, Cultural Values, and Customs as Related to Economic Conditions and Changes in Appalachia (October 13, 1978)	Bureau of University and Regional Services Division of Grants and Contracts (David Byrd-Student) (Tim Steele-Student)	National Endowment for the Humanities	To research and preserve in photographs an accurate record of the socio-economic change that is occurring in Appalachia today.	9,963	Denied (March 2, 1979)
39. A Proud Heritage: The People of Appalachian Kentucky (October 17, 1978)	Bureau of University and Regional Services Appalachian Development Center (James Gifford)	Kentucky Humanities Council	To provide instruction on the positive role that the people of eastern Kentucky have played in American History.	8,409	5,112 (March 19, 1979)
40. Gerontology Curriculum Project (October 19, 1978)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	Council on Higher Education	To attend the National Adult Education Conference in Portland, Oregon with planned participation in the gerontological program.	450	400 (October 25, 1978)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
41. Gerontology Curriculum Project (October 20, 1978)	School of Education Department of Adult, Counseling and Higher Education (Harold Rose)	Council on Higher Education	To attend the National Adult Education Conference in Portland, Oregon with planned participation in the gerontological program.	\$ 616	\$ 400 (November 9, 1978)
42. Head Start Supplementary Training/Child Development Association (October 20, 1978)	School of Education Department of Elementary and Early Childhood Education (Cuba Craig)	University Research Corporation	To provide Head Start supplementary and/or Child Development Associate training services in Appalachian Kentucky.	41,000	30,487 (December 4, 1978)
43. A History of the John C. Campbell Folk School (October 26, 1978)	Bureau of University and Regional Services Appalachian Development Center (James Gifford)	Moss Foundation	To make a study of comparative educational and cultural values in Pluralistic American Society.	2,380	1,000 (January 2, 1979)
44. Exploring Methods for Assessing Prevalence of Developmental Disabilities in Kentucky (October 27, 1978)	School of Education Department of Psychology and Special Education (Gary Melton)	Kentucky Department for Human Resources	To study available epidermidological literature and data aimed at development of a proposal for assessing the prevalence of developmental disabilities in Kentucky.	10,214	Denied (November 14, 1978)
45. Three Regional Workshops in Humanities Continuing Education (October 30, 1978)	Bureau of University and Regional Services Division of Continuing Education School of Humanities (George Eyster)	National Endowment for the Humanities National University Extension Association	To provide support for a team of four persons to participate in a series of three-day regional workshops where successful models in humanities continuing education will be demonstrated.	1,200	Denied (January 15, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
46. The Effects of Father Absence on Sex-Role and Physical Development (November 7, 1978)	School of Education Department of Psychology and Special Education (Glenn Robbins) (Alan Childs)	National Science Foundation	To compare the sex-role and physical development of children in father absent homes with father present homes.	\$ 13,015	\$ 13,015 (March 12, 1979)
47. Kentucky State-wide Consumers' Education Conference for K-12 Teachers (November 10, 1978)	School of Applied Sciences and Technology Department of Home Economics (Charlotte Bennett)	American Home Economics Association	To conduct Kentucky State-wide Consumers' Education Conference for K-12 teachers.	3,996	1,500 (May 8, 1979)
48. The Religious Sources of Radicalism During Reconstruction, 1865-1876 (November 10, 1978)	School of Social Sciences Department of History (Victor Howard)	American Council of Learned Societies	To research the local origins of Radicalism during reconstruction. This research will involve reading special collections at Harvard University Library, Detroit Public Library, and Library of Congress.	2,000	Denied (July 11, 1979)
49. Appalachian Women Employability Skills Project (November 15, 1978)	Bureau of University and Regional Services Appalachian Development Center (Connie Azzarito) (Sue Draper)	U. S. Office of Education	To develop a five-unit employability skills package to be validated in the Appalachian region.	99,547	Denied (July 11, 1979)
50. Gerontology Curriculum Project (November 15, 1978)	School of Social Sciences Department of Sociology, Social Work and Corrections (Alban Wheeler) (George Dickinson)	Council on Higher Education	To attend the Association for Gerontology in Higher Education Conference in Washington, DC.	400	727 (January 30, 1979)
51. Humanities Conference (November 15, 1978)	School of Humanities (J.E. Duncan)	American Association of State Colleges and Universities National Endowment for the Humanities	To provide funds for a three-member team to attend a conference for the purpose of obtaining information on how institutions can strengthen their programs in humanities and to subsequently submit a proposal to finance this strengthening effort.	To be assigned	Denied (December 15, 1978)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
52. Adolescent Behavior: Before and After Desegregation (November 15, 1978)	School of Social Sciences Department of Sociology, Social Work and Corrections (George Dickinson)	National Science Foundation	To determine changes in dating behavior, sex information sources, and religious behavior after desegregation in 1970. The object of the proposed research is to gather data in 1979 to ascertain if patterns of changes as noted in 1974 are continuing.	\$ 15,589	Denied (May 3, 1979)
53. Special Services (November 27, 1978)	Bureau of Academic Affairs TRIO Center (Wanda Bigham)	U.S. Office of Education	To increase the retention and postsecondary graduation rates of youth from low-income families with academic potential, who may be disadvantaged because of severe rural isolation, deprived education, economic background, physical handicap, or limited English-speaking ability.	135,266	98,133 (June 12, 1979)
54. Upward Bound (November 27, 1978)	Bureau of Academic Affairs TRIO Center (Wanda Bigham)	U.S. Office of Education	To generate skills and motivations necessary for success in education beyond high school for youth from low-income families who have academic potential but lack adequate secondary school preparation.	230,067	180,662 (June 12, 1979)
55. Talent Search (November 27, 1978)	Bureau of Academic Affairs TRIO Center (Wanda Bigham)	U.S. Office of Education	To increase the rate at which youths of financial need complete secondary school and enroll in postsecondary programs, and to decrease the secondary and postsecondary dropout rate.	82,909	82,308 (June 12, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
Tribute to Appalachian Art (November 28, 1978)	Bureau of University and Regional Services Appalachian Development Center (James Gifford)	National Endowment for the Arts	To produce and publish a tripartite monographic publication titled <i>Tribute to Appalachian Art</i> . Part one: essays on achievement of eastern Kentucky mountain people. Part two: photographs of artistic talents of eastern Kentucky mountain people. Part three: technical assistance essays on part two topics.	\$ 8,270	Denied (July 11, 1979)
7. Institute to Improve Continuing Education in Libraries (December 1, 1978)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	U.S. Office of Education	To develop, expand, and improve an effective series of short-term library practices and service in continuing education for two libraries in each of three states (Kentucky, Ohio, and Tennessee).	86,986	Denied (April 12, 1979)
58. Technical Services Project (December 7, 1978)	Bureau of University and Regional Services Appalachian Development Center (Connie Azzarito)	Red River Ranch, Inc.	To provide technical services in the development of a cash flow projection and composite for a piece of commercial property referred to as Mountain Inn.	1,200	1,200 (January 4, 1979)
59. Rural Appalachian Information and Referral Library Systems (December 11, 1978)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	U.S. Office of Education	To demonstrate two alternative methods of public library delivery of information and referral services for rural Appalachian residents.	72,809	Pending
60. University/Industry Exchange Program (December 12, 1978)	Bureau of Academic Affairs Field Career Experiences (Wayne Morella)	Metropolitan Life Insurance	To provide expenses for an exchange of six university/administrator/staff with six industrial/government/business representatives for one month.	9,781	Denied (May 3, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
61. Mini-Grant in Gerontology (December 13, 1978)	School of Social Sciences Department of Sociology, Social Work and Corrections (Vanda Hedges)	Council on Higher Education	To provide for a multidisciplinary class on various aspects of aging for gerontology students.	\$ 1,250	1,200 (February 22, 1979)
62. Title IV-A Training (December 14, 1978)	School of Social Sciences Department of Sociology, Social Work and Corrections (Vanda Hedges)	Buffalo Trace Area Development District	To provide eight workshops in the Buffalo Trace Area for various agency personnel who work with the elderly.	3,127	1,475 (December 20, 1978)
63. Senior Citizen Consumers' Education Project (December 15, 1978)	School of Applied Sciences and Technology Department of Home Economics (Charlotte Bennett) (Sharon Dale)	U.S. Office of Education	To expand the Consumers' Education Training Center, to develop consumers' education materials, and to provide technical assistance for consumer protection referral services.	28,819	Denied (May 9, 1979)
64. Adult Independent Information—Seeking/Finding Behavior (December 15, 1978)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	U.S. Office of Education	To develop alternative, nonformal education sequences for organizations who teach information—seeking/finding library skills.	254,363	Denied (February 16, 1979)
65. Development of an Evaluation Instrument for Corrections Programs (December 15, 1978)	School of Social Sciences Department of Sociology, Social Work and Corrections (George Dickinson)	National Institute of Law Enforcement and Criminal Justice	To develop an instrument to evaluate undergraduate corrections majors and to assess program strengths and weaknesses.	13,101	Denied (May 4, 1979)
66. Training Center for Consumers' Education (December 15, 1978)	School of Applied Sciences and Technology Department of Home Economics (Charlotte Bennett) (Sharon Dale)	U.S. Office of Education	To offer five training workshops in eastern Kentucky for K-12 teachers. Each workshop will provide instruction in consumer education information and teaching techniques.	41,864	25,763 (July 11, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
57. Mini-Grant in Gerontology (December 15, 1978)	School of Social Sciences Department of Sociology, Social Work and Corrections (George Dickinson)	Council on Higher Education	To offer a class with a multidisciplinary approach toward death and dying for teachers of senior citizens.	\$ 1,400	Denied (February 21, 1979)
58. Host the 1979 Governor's Conference on Aging (December 15, 1978)	Bureau of University and Regional Services Appalachian Development Center (James Gifford)	Kentucky Department for Human Resources	To host the May 23-25, 1979, Governor's Conference on Aging.	28,500	31,000 (January 18, 1979)
69. The Development Field Testing and Administration of a Systematized Long-Range Matrix Design to Study Postsecondary Products (December 18, 1978)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	U.S. Office of Education	To initiate and operate an evaluation matrix design to study postsecondary products leading to improved practices in instruction.	89,397	Denied (February 16, 1979)
0. Neogene Pelecypoda, Cape Fear Area, North and South Carolina (December 18, 1978)	School of Sciences and Mathematics Department of Physical Sciences (Jules DuBar)	National Science Foundation	To compose a monograph to include photographic illustrations and descriptions of approximately 450 pelecypod species.	56,948	Pending
71. Scriberacy Skills Assessment Diagnosis and Prescription (December 21, 1978)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	U.S. Office of Education	To assess the writing proficiency and literacy of postsecondary Appalachian youths and adults; to provide diagnostic information; to respond with special curricula and instruction.	78,185	Denied (February 16, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
72. Egyptian National Training Program II (December 20, 1978)	School of Business and Economics Department of Economics (Joe Copeland)	Bluegrass Area Development District	To provide instruction and training in business and economics for six Egyptian Nationals.	\$ 18,193	\$ 10,546 (February 12, 1979)
73. Title IV—A Training (December 22, 1978)	School of Social Sciences Department of Sociology, Social Work and Corrections (Vanda Hedges)	Big Sandy Area Development District	To provide six days of training for senior citizens' center personnel.	3,614	Pending
74. Motel Feasibility Study (January 4, 1979)	Bureau of University and Regional Services Appalachian Development Center (Connie Azzarito)	City of Middlesboro, Kentucky	To provide the city of Middlesboro, Kentucky, with a motel feasibility study.	4,500	Pending
75. Ethnic Heritage Studies Program (January 5, 1979)	Bureau of University and Regional Services Appalachian Development Center (James Gifford)	U.S. Office of Education	To develop an Appalachian studies curriculum which would give Morehead State University students an opportunity to understand and appreciate their unique Appalachian cultural heritage within America's multi-ethnic context.	58,707	Denied (June 25, 1979)
76. Information Dissemination in Social Studies for Eastern Kentucky (January 5, 1979)	School of Social Sciences Department of Sociology, Social Work and Corrections (George Dickinson)	National Science Foundation	To hold two conferences at Morehead State University for elementary and high school social science teachers for the purpose of exchanging ideas and information regarding teaching methods and materials.	20,740	Denied (June 14, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
77. Education for the use of the Metric System of Measurement (January 5, 1979)	Bureau of University and Regional Services Appalachian Development Center (Connie Azzarito)	U.S. Office of Education	To establish an industrial metric education program under the auspices of Appalachian Development Center to coordinate the resources of Morehead State University in training and materials development for vocational education and industrial art teachers.	\$ 28,737	Denied (May 23, 1979)
78. Appalachian Education Satellite Program Workshop Consultant (January 11, 1979)	Bureau of University and Regional Services Media Services (Bill Rosenberg) School of Education Department of Adult, Counseling and Higher Education (C. J. Bailey) (Sharon Moore)	University of Kentucky Research Foundation	To furnish consultant services for preparation and delivery of a workshop on "Adult Basic Education—Functional Reading".	2,880	2,880 (January 19, 1979)
79. Cooperative Education (January 15, 1979)	Bureau of Academic Affairs Field Career Experiences (Wayne Morella)	U.S. Office of Education	To strengthen and expand the cooperative education program by utilizing area field specialists in rural eastern Kentucky.	67,837	62,977 (June 22, 1979)
80. Parental Modeling in Reading to Pre-Elementary Children (January 16, 1979)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	U.S. Office of Education	To develop the capacity for reading of pre-elementary school children who might otherwise develop reading deficiencies.	27,612	Denied (May 2, 1979)
81. Appalachian Adult Reading Academy (January 18, 1979)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	U.S. Office of Education	To provide for reading instruction utilizing life coping skills materials by volunteers guided and supported by highly trained paraprofessional adult education instructors in fifteen Appalachian satellite adult reading academies in eastern Kentucky.	73,631	Denied (May 14, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
82. Veterans Counseling Services (January 18, 1979)	School of Education Department of Adult, Counseling and Higher Education (Harold Rose) (Jean Wilson)	Veterans Administration	To continue the existing counseling services to veterans.	\$ 6,721	\$ 6,721 (January 29, 1979)
83. Travel Grant in Gerontology (January 22, 1979)	School of Social Sciences Department of Sociology, Social Work and Corrections (Vanda Hedges)	Council on Higher Education	To provide travel funds to attend a Gerontology Institute at the Andrus Gerontology Center of the University of Southern California.	400	400 (April 19, 1979)
84. Psycho-Social Aspects of Disability (January 29, 1979)	School of Business and Economics Department of Business Education (Louise Quinn)	Kentucky Department of Education	To provide instruction for vocational teachers on the psychological and sociological problems of handicapped students.	4,510	4,510 (April 4, 1979)
85. Academic Program Development (January 30, 1979)	Office of the President (Morris L. Norfleet)	Council on Higher Education	To strengthen existing undergraduate instructional academic programs in accordance with the Morehead State University mission statement and academic support services.	150,000	20,000 (April 11, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
86. Educational Brokering for Women Via Inter-Intra-Institutional Coordination (January 30, 1979)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	Council on Higher Education	To promote mid-life educational and employable skills development and opportunities of Appalachian women.	\$ 21,524	\$ 20,000 (July 25, 1979)
87. Mid-Life Skills Development: Women and Career Changes (January 30, 1979)	School of Education Department of Adult, Counseling and Higher Education (Richard Daniel) (Jean Wilson)	Council on Higher Education	To familiarize agency personnel and special interest groups with the unique personal and career needs of women in the mid-life stage.	20,752	Denied (July 25, 1979)
88. Demonstration and Training Project to Improve the Delivery of Education to Appalachia's Aging (January 30, 1979)	Bureau of University and Regional Services Appalachian Development Center (James Leonard) (Shirley Hamilton) Department of Sociology, Social Work and Corrections (George Dickinson) Department of Languages and Literature (M. K. Thomas) (Frances Helphinstine)	Council on Higher Education	To develop a new demonstration and training project for those human service personnel working primarily with senior citizens.	24,835	Denied (July 25, 1979)
89. Nutrition Education for Senior Kentuckians (January 30, 1979)	School of Applied Sciences and Technology Department of Home Economics (Charlotte Bennett) (Cathy Peterjohn)	Council on Higher Education	To develop a manual of materials and activities for Title VII participants in 10 FIVCO and Gateway Centers.	24,945	20,000 (July 25, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
90. Real Estate Chair (February 1, 1979)	School of Business and Economics Department of Business Administration (Bernard Davis)	Kentucky Real Estate Commission	To continue the support of the Real Estate Chair, 1979-80 academic year.	\$ 20,000	\$ 26,000 (July 16, 1979)
91. A Leadership Training University Credit Course for Home Economic Teachers (February 1, 1979)	School of Applied Sciences and Technology Department of Home Economics (Charlotte Bennett)	Kentucky Department of Education	To provide leadership training for vocational home economics teachers and to develop packages of field-tested consumers' education materials and evaluation methods.	5,210	Pending
92. An Individualized Admissions Program for Morehead State University (February 2, 1979)	Bureau of Academic Affairs (William White) (Wanda Bigham) (Terry Blong)	U.S. Office of Education	To implement an individualized admissions program by identifying and remedying, to the extent possible, problems in the core academic areas, in speech and hearing, in personal and social adjustments and in the development of realistic educational and career goals.	1,671,525	Pending
93. Social Work Program (February 13, 1979)	School of Social Sciences Department of Sociology, Social Work and Corrections (George Dickinson)	Kentucky Department for Human Resources	To continue the social work program.	174,489	174,489 (June 11, 1979)
94. Faculty Travel Grant-Gerontology Curriculum Project (February 15, 1979)	School of Social Sciences Department of Sociology, Social Work and Corrections (Vanda Hedges)	Council on Higher Education	A travel request under the auspices of the Gerontology Curriculum Project to attend the 1979 Annual Program Meeting, Council on Social Work Education in Boston, Massachusetts.	400	Pending

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
95. Faculty Travel Grant-Gerontology Curriculum Project (February 15, 1979)	School of Education Department of Adult, Counseling and Higher Education (Bill Weikel)	Council on Higher Education	To attend gerontology counseling programs at the American Personnel and Guidance Association and the American Mental Health Counselor's Association National Conferences in Las Vegas, Nevada.	\$ 665	400 (March 21, 1979)
96. Faculty Travel Grant-Gerontology Curriculum Project (February 15, 1979)	School of Education Department of Adult, Counseling and Higher Education (Harold Rose)	Council on Higher Education	To attend the Adult Education Research Conference in Ann Arbor, Michigan with planned participation in the gerontology program.	242	400 (March 21, 1979)
97. Recognizing the People of Southern Appalachia as a Unique Cultural Group within Pluralistic American Society (February 15, 1979)	Bureau of University and Regional Services Appalachian Development Center (James Gifford)	Sperry and Hutchinson Foundation	To develop a lecture series for residents of Appalachian Kentucky on the prideful truth about their heritage and culture.	1,958	Denied (April 19, 1979)
98. Developing Economic Alternatives: A Program for Appalachian Women (February 16, 1979)	Bureau of University and Regional Services Appalachian Development Center (Connie Azzarito)	William and Flora Hewlett Foundation	To partially defray the costs of developing and implementing a program designed to upgrade the cultural awareness, capabilities and opportunities for women in the 49-county region of Appalachian Kentucky.	30,310	Denied (March 8, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978–June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
99. National Youth Sports Program (February 26, 1979)	School of Education Department of Health, Physical Education and Recreation (Earl Bentley)	National Collegiate Athletic Association	To provide a National Youth Sports Program for 250 Rowan County Youths between ages 10 and 18 in cooperation with the Rowan County School System, the Morehead-Rowan County Recreational Program and the Gateway Community Services Organization.	\$ 35,700	\$ 35,700 (June 22, 1979)
100. Nuclear Science Laboratory Improvement Program (February 27, 1979)	School of Sciences and Mathematics Department of Physical Sciences (Russell Brengleman)	National Science Foundation	To purchase equipment for the improvement of laboratory training of biology, premedical, environmental science and physical science students.	5,900	Pending
101. Nutrition–Dietetics Medically Oriented Field Experience (February 28, 1979)	School of Applied Sciences and Technology Department of Home Economics (Charlotte Bennett) (Cathy Peterjohn)	Council on Higher Education	To provide field experience in rural health care facilities for dietetics students.	8,305	7,812 (March 27, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
102. Medical Library Resource Improvement Grant (March 5, 1979) (Addendum)	Bureau of Academic Affairs Johnson Camden Library (Jack Ellis)	National Institute of Health	To add Our Lady of Bellefonte Hospital to the Medical Library Resource Improvement Consortium.	\$ 3,000	\$ 3,000 (May 4, 1979)
103. Emergency and Disaster Training (March 7, 1979)	Bureau of University and Regional Services Appalachian Development Center (Connie Azzarito)	FIVCO Area Development District	To train aging program personnel and their elderly clients how to cope with disasters.	841	841 (June 1, 1979)
104. Nutrition Training for FIVCO Area Agency on Aging (March 7, 1979)	Bureau of University and Regional Services Appalachian Development Center (Connie Azzarito)	FIVCO Area Development District	To train nutrition site managers the skills necessary to teach their elderly clients good home management.	1,235	1,235 (June 1, 1979)
105. The Effect of a Water Soluable Fraction or Pure Compound from Tobacco Smoke on the Formation of Atheroscleratic Lesions in Swine (March 8, 1979)	School of Sciences and Mathematics Department of Biological Sciences (David Saxon)	University of Kentucky Tobacco and Health Research	To study the effects of a water soluable component from tobacco smoke on the formation of atherosclerotic lesions in swine.	25,269	Pending

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
106. Research Study to Determine Whether the Technique called "Skin Sight" Can be Replicated and Further Developed (March 8, 1979)	School of Education Department of Library Science and Instructional Media (Steve Young)	U.S. Office of Education	To duplicate the training techniques for skin sight, determine how skin sight operates and teach skin sight to the blind.	\$ 18,286	Pending
107. Kentucky Yesterdays (March 9, 1979)	School of Social Sciences Department of History (Stuart Sprague)	Kentucky Humanities Council	To select photographs that are tied to Kentucky counties and write background stories on each.	4,366	4,366 (July 12, 1979)
108. Energy-Education Workshops for Elementary and Middle School Teachers (March 9, 1979)	School of Sciences and Mathematics Department of Physical Sciences (John Philley)	U.S. Department of Energy	To conduct a series of one-day inservice energy-education workshops for elementary and middle school teachers in ten northeastern Kentucky counties.	10,000	Denied (June 1, 1979)
109. Kentucky Humanities Council Media Project (March 12, 1979)	Bureau of University and Regional Services Office of Media Services (Bill Rosenberg) (Dick Mackey)	Kentucky Humanities Council	To develop four 60-second television spots designed to fulfill objectives established by the Kentucky Humanities Council.	35,494	Denied (April 5, 1979)
110. Development of an Egyptian Training Model (March 20, 1979)	School of Business and Economics Department of Economics and Finance (Joe Copeland)	Bluegrass Area Development District	To develop and design a five-year Egyptian training program for the Bluegrass Area Development District.	5,200	5,200 (April 3, 1979)
111. Energy Assistance Management Program (March 22, 1979)	School of Applied Sciences and Technology (Charles Derrickson)	Kentucky Department of Energy	To promote and execute an energy audit for small eastern Kentucky businesses.	39,594	Pending

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
112. Career Guidance Institute (March 23, 1979)	School of Education Department of Adult, Counseling and Higher Education (Richard Daniel)	National Alliance of Business	To conduct a two-week workshop on career education including local business visitation.	\$ 6,986	\$ 6,000 (June 8, 1979)
113. Feasibility Study of Supplemental Irrigation for Vegetable and Field Crops (March 26, 1979)	Bureau of University and Regional Services Appalachian Development Center (Raymond Ferrell)	Governor's Council on Agriculture	To determine the feasibility of setting up a vegetable cooperative and a multi-farm irrigation system in Wayne County, Kentucky.	22,022	Pending
114. Social Theory and American Institutions: Critical Episodes in Modern American History (March 26, 1979)	School of Social Sciences Department of Sociology, Social Work and Corrections (S. Mont Whitson)	University of California, Irvine	To plan an investigation and prepare a study resulting in a meaningful preliminary paper on Mytho-Ideological Eidas and the Authority-Alienation Process.	2,500	2,500 (April 23, 1979)
115. Gerontology Curriculum Workshop (March 26, 1979)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	Council on Higher Education	To provide expenses for fourteen University faculty members to attend a gerontology workshop at the University of Kentucky.	750	Pending
116. Nutrition-Dietetics Medically Oriented Field Experience (March 29, 1979)	School of Applied Sciences and Technology Department of Home Economics (Charlotte Bennett) (Cathy Peterjohn)	Council on Higher Education	To provide field experience in rural health care facilities for dietetic students.	6,390	6,390 (July 9, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
117. Environmental Health Student Resident Program (March 29, 1979)	School of Sciences and Mathematics Center for Environmental Studies (Jerry Howell)	Council on Higher Education	To place six environmental studies majors or minors in Big Sandy/FIVCO Area Health Education System Region to work in district health departments.	\$ 3,528	\$ 3,528 (July 9, 1979)
118. Preinternship Clinical Experiences for Medical Technology Students (March 29, 1979)	School of Sciences and Mathematics Department of Biological Sciences (Ted Pass)	Council on Higher Education	To place eight medical technology students in Big Sandy/FIVCO and Southeastern Area Health Education System Regions for the purpose of improving their educational preparation and providing clinical experiences which are now not part of their regular course of study.	3,336	4,448 (July 9, 1979)
119. Clinical Experiences for Radiologic Technology Students (March 29, 1979)	School of Applied Sciences and Technology Department of Industrial Education and Technology (Tom Vogl)	Council on Higher Education	To place nine radiologic technology students in Big Sandy/FIVCO and Southeastern Area Health Education System Regions for the purpose of improving their educational preparation and providing clinical experiences which are now not part of their regular course of study.	5,855	5,855 (July 9, 1979)
120. Appalachian Studies Curriculum Development (March 29, 1979)	Bureau of University and Regional Services Appalachian Development Center (James Gifford)	Newberry Library	To spend two months at the Newberry Library developing an implementation plan for Morehead State University's emerging Appalachian Studies Curriculum.	3,000	Denied (April 30, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
121. Summer Graduate Scholarship for Teachers of the Handicapped in eastern Kentucky (March 29, 1979)	School of Education Department of Psychology and Special Education (Dennis Edinger)	WHAS Crusade for Children	To secure scholarship monies for special education teachers to help them become certified and for other teachers to provide specific instruction for those who teach the handicapped as a result of mainstreaming.	\$ 10,000	Pending
122.A Comprehensive Guide to Appalachian Happenings and Events in Kentucky (March 29, 1979)	Bureau of University and Regional Services Appalachian Development Center (James Gifford)	Kentucky Community and Regional Development Commission	To provide a chronological, topical, and geographical index of happenings which pay tribute to and/or illustrate the unique culture and heritage of Appalachian Kentucky,	10,060	Pending
123. Defining Cognitive Styles of Economically-Deprived College Students and Means of Enhancing Adaptation in College (March 29, 1979)	School of Education Department of Administration, Supervision and Secondary Education (Michael McCord) (Wanda Bigham)	National Institute of Education	To identify individual differences in cognitive styles of academically-def- icient, economically-deprived students which influence adaption to college life and learning in higher education programs.	65,778	Denied (July 18, 1979)
124. American Social History, 1750-1850: An Interdisciplinary Approach (March 30, 1979)	School of Education Department of Psychology and Special Education (Anna Hicks)	National Endowment for the Humanities	To attend a summer seminar at Brandeis University to apply new historical research methods to the study of American social history during the period 1750-1850.	2,500	Denied (June 26, 1979)
125. Scriberacy in Appalachia: The Writing Literacy Skills of Appalachians (March 30, 1979)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	National Institute for Education	To assess Appalachian Scriberacy ; the writing literacy skills and proficiency of Appalachian children, youth and adults.	70,258	Pending

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
126. Mini-Grant Application in Mathematics (April 2, 1979)	School of Sciences and Mathematics Department of Mathematical Sciences (Lake Cooper)	Council on Higher Education	To develop materials and improve teaching methods for Technical Math 135.	\$ 750	\$ 850 (April 27, 1979)
127. Autotutoring: A Modification of Applied Behavior Analysis in Higher Education (April 2, 1979)	School of Education Department of Psychology and Special Education (Dennis Edinger)	Council on Higher Education	To apply several parts of a system of behavior technology principles researched at the University of Florida to student performance in EDSP 550.	750	850 (April 27, 1979)
128. Personalizing Foundations of Secondary Education (April 2, 1979)	School of Education Department of Administration, Supervision and Secondary Education (Michael McCord) (Diane High)	Council on Higher Education	To correctly redesign the material and content of Education 209 through the personalized system of instruction to enhance mastery learning.	1,400	Denied (April 27, 1979)
129. Development Studies Project (April 2, 1979)	Office of Academic Affairs TRIO Center (Wanda Bigham)	Council on Higher Education	To develop, implement, and evaluate exercises designed to improve the student's feelings of control over his/her success in an educational setting.	750	850 (April 27, 1979)
130. Inservice Teacher Education Program (April 5, 1979)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	Council on Higher Education	To provide inservice teacher education programs in the University service area.	30,000	30,000 (April 11, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
131. General Project for Environmental Education (April 12, 1979)	Bureau of University and Regional Services Appalachian Development Center (Connie Azzarito)	U.S. Office of Education	To inform community leaders of eastern Kentucky of local solid waste disposal problems, of pertinent state and federal regulations, of state-of-the art technology, and of community and regional alternatives available.	\$ 18,461	Pending
132. Delineation of Clay Mineral Trends in Eastern Kentucky (April 12, 1979)	School of Sciences and Mathematics Department of Physical Sciences (Dave Hylbert)	Kentucky Center for Energy Research	To continue the study of clay minerals and elemental aspects of coal mine rocks from selected coal beds in eastern Kentucky.	18,551	18,551 (June 15, 1979)
133. Vocational Education Program for the Disadvantaged (April 14, 1979)	School of Applied Sciences and Technology Department of Nursing and Allied Health (Betty Porter) (Pauline Ramey)	Kentucky Bureau of Vocational Education	To identify nursing students with learning deficiencies, plan a personalized program, implement a remediation program, and monitor progress through the program.	14,716	Pending
134. Local Plans for Vocational Education (April 15, 1979)	School of Applied Sciences and Technology Department of Nursing and Allied Health (Betty Porter) (Pauline Ramey)	Kentucky Bureau of Vocational Education	To assist the nursing department with meeting their salary, travel, and instructional supply needs.	11,560	Pending

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978-June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
135. Mini-Grant Workshop Project Environmental Education (April 12, 1979)	School of Sciences and Mathematics Department of Physical Sciences (John Philley)	U.S. Office of Education	To develop and conduct one-day inservice energy-education workshops for teachers in ten public school systems.	\$ 10,000	Pending
136. Energy Education Workshops for K-9 Teachers (April 12, 1979)	School of Sciences and Mathematics Department of Physical Sciences (John Philley)	U.S. Office of Education	To improve teachers' understanding of the development, conservation, and utilization of energy resources, through instruction and field trips to select energy resources in eastern Kentucky.	22,556	Pending
137. Delineation of Geologic Roof Hazards in Selected Coal Beds Outside Eastern Kentucky (April 25, 1979)	School of Sciences and Mathematics Department of Physical Sciences (Dave Hylbert)	U.S. Bureau of Mines	To modify and extend the present research to conduct a critical evaluation of Landsat imagery to mining related problems outside the eastern Kentucky study area.	41,121	Pending
138. Female School Superintendents of Appalachia Kentucky: A Case Study in Educational Politics (April 27, 1979)	Bureau of University and Regional Services Appalachian Development Center (James Gifford) (Connie Azzarito)	Kentucky Oral History Commission	To compile an oral history of women who served as county school superintendents.	4,447	Pending
139. County Dance Musicians and Sibyl Clark (April 27, 1979)	School of Humanities Department of Music (Glenn Fulbright)	Kentucky Arts Commission	To support a group of musicians trained by Sibyl Clark to assist her while providing dancing instruction.	4,000	1,000 (July 2, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
140. Appalachian Poetry: Discussions and Readings (April 27, 1979)	Bureau of University and Regional Services Appalachian Development Center (James Gifford)	Kentucky Arts Commission	To host an informal workshop of readings and discussions of Appalachian poetry featuring James Still and Jim Mills.	\$ 738	Pending
141. Gerontology Curriculum Project (May 1, 1979)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	Council on Higher Education	To provide travel monies for three faculty members to attend a conference on gerontology in Lexington, Kentucky.	195	195 (May 15, 1979)
142. AHES Office Grant, 1979-80 (May 7, 1979)	Bureau of University and Regional Services Division of Grants and Contracts (C. Victor Ramey)	Council on Higher Education	To partially provide for an institutional coordinator, secretary, office supplies and travel expenses for the purpose of planning, developing, coordinating and evaluating AHES projects.	12,924	12,924 (July 9, 1979)
143. Competency Based Education and Learning Disabilities Development/Training Program for ABE Personnel (May 10, 1979)	School of Education Department of Adult, Counseling and Higher Education (Harold Rose)	Kentucky Bureau of Vocational Education	To provide comprehensive pre- and in-service training for Kentucky's adult basic education teachers and paraprofessionals.	112,830	Pending
144. University Breckinridge Head Start Program (May 11, 1979)	School of Education Department of Elementary and Early Childhood Education (Mary Powell)	Gateway Community Service	To operate a head start program at University of Breckinridge for 40 children.	30,487	30,487 (July 13, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
145. Coping with Role Conflict: Appalachian Women and the World of Work (May 21, 1979)	School of Education Department of Adult, Counseling and Higher Education (Harold Rose)	U.S. Office of Education	To assist appalachian women in making a transition for traditional family role to family/career role.	\$ 38,311	Pending
146. Vocational Teacher Education Plan Application (May 21, 1979)	School of Applied Sciences and Technology (Charles Derrickson)	Kentucky Bureau of Vocational Education	To provide training and other services requested by the Kentucky Bureau of Vocational Education.	110,120	95,970 (July 12, 1979)
147. Satellite Delivery of Adult Education Through A Community Services Network in Thirteen States (May 21, 1979)	Bureau of University and Regional Services Division of Continuing Education (George Eyster)	U.S. Office of Education	To link five major elements of improved practices, technology and management in adult education as components in a non-traditional regional delivery program to isolated portions of the 13 state Appalachian region.	78,026	Pending
148. Summer Food Service Program for Upward Bound Children (May 23, 1979)	Bureau of Academic Affairs TRIO Center (Wanda Bigham)	Kentucky Department of Education Division of School Food Services	To provide food cost for upward bound students while on campus during summer of 1979.	31,008	31,008 (June 4, 1979)
149. Youth Conservation Corps Conference (May 23, 1979)	Bureau of University and Regional Services Office of School Relations (Charlie Myers) Division of Grants and Contracts (Carole Morella)	U.S. Department of Agriculture	To provide food and lodging for 67 youth conservation corps enrollees to attend a workshop on campus.	32,696	32,696 (June 11, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
150. Food Service Program for Student Science Training (May 25, 1979)	Bureau of Academic Affairs TRIO Center (Wanda Bigham)	Kentucky Department of Education Division of School Food Services	To provide food service support during the five-week National Science Foundation student science training program.	\$ 5,502	\$ 5,250 (June 1, 1979)
151. Bioconversion of Chicken Manure to Methane Gas and Resultant Sludge to Dry Fertilize (May 25, 1979)	Bureau of Fiscal Affairs Division of Operations and Maintenance (Glen Boodry)	U.S. Department of Energy	To install a cover on the existing manure storage tank and convert it into a methane generator and to dry the resultant sludge for use as fertilize.	45,492	Pending
152. Establishment of Coal Processing Laboratory (May 28, 1979)	Office of the President (Morris L. Norfleet)	Ashland Oil, Inc.	To provide funds for the mining technology program.	To be assigned	20,000 (May 28, 1979)
153. Psychological Services for Eastern Kentucky Comprehensive Rehabilitation Center (May 28, 1979)	School of Education Department of Psychology and Special Education (George Tapp)	Eastern Kentucky Comprehensive Rehabilitation Center	To provide staff and travel allowances to carry out contracted services.	29,954	29,954 (June 15, 1979)
154. Staff Industry Exchange (May 28, 1979)	School of Applied Sciences and Technology Department of Industrial Education and Technology (Robert Newton)	Kentucky Department of Education	To support the staff industry exchange program designed to improve vocational education in Kentucky.	4,700	4,700 (May 28, 1979)

REPORT ON PROPOSALS SUBMITTED AND FUNDED (Continued)

July 1, 1978—June 30, 1979

PROPOSAL TITLE (Date Submitted)	ADMINISTRATIVE UNIT (Proposal Writer)	FUNDING AGENCY	PURPOSE	AMOUNT REQUESTED	AWARDED/DENIED/PENDING (Notification Date)
155. Appalachian Education Satellite Program (June 1, 1979)	Bureau of University and Regional Services Office of Media Services (Bill Rosenberg)	Appalachian Regional Commission	To continue the Appalachian Educational Satellite Program.	\$ 13,426	\$ 13,426 (June 10, 1979)
156. Individually Prescribed Program for CETA Youth (June 11, 1979)	Bureau of Academic Affairs Office of Field Career Experiences (Wayne Morella)	U.S. Office of Education	To provide a 16-month individually prescribed program for CETA youth by combining the resources of the University and community.	59,517	Pending
157. Mining Technology Safety Training Program (June 15, 1979)	School of Applied Sciences and Technology (Charles Derrickson) (Forrest Cameron)	Kentucky Department of Mines and Minerals U.S. Mine Safety and Health Administration	To provide support for the Mining and Technology Safety Training Program.	80,000	Pending
158. Eastern Kentucky Health Science Information Network Project (June 18, 1979)	Bureau of Academic Affairs Johnson Camden Library (Jack Ellis)	Eastern Kentucky Health Science Information Network	To maintain a regional information system to pool and share resources, coordinate acquisitions, create a system for free interlibrary loans among members and share expertise of professional librarians.	17,115	Pending
159. Adult Learning Center (June 27, 1979)	School of Education Department of Adult, Counseling and Higher Education (Harold Rose)	Kentucky Department of Education	To continue the Adult Learning Center services.	34,177	34,177 (July 11, 1979)
			UNIVERSITY TOTAL	<u>\$6,616,063</u>	<u>\$1,743,384</u>

(This summary includes information available through July 31, 1979 on the status of all proposals submitted during the 78-79 fiscal year.)

**DIVISION OF GRANTS AND CONTRACTS
BUREAU OF UNIVERSITY AND REGIONAL SERVICES
Morehead State University**

SUMMARY OF PROPOSALS SUBMITTED AND FUNDED
(Comparison of this fiscal year to date with the equivalent period of last fiscal year)

July 1, 1978—June 30, 1979

July 1, 1978—June 30, 1979		July 1, 1977—June 30, 1978	
TOTAL Number of Proposals SUBMITTED:	159	TOTAL Number of Proposals SUBMITTED:	104
TOTAL Number of Proposals FUNDED:	79	TOTAL Number of Proposals FUNDED:	55
TOTAL Dollars REQUESTED:	\$6,616,063	TOTAL Dollars REQUESTED:	\$3,198,713
TOTAL Dollars RECEIVED:	\$1,743,384	TOTAL Dollars RECEIVED:	\$1,292,222

(This detailed summary includes information available through July 31, 1979 on the status of all proposals submitted during the 78-79 fiscal year.)

DIVISION OF GRANTS AND CONTRACTS
BUREAU OF UNIVERSITY AND REGIONAL SERVICES
Morehead State University

DETAILED SUMMARY BY ADMINISTRATIVE UNITS ON
PROPOSALS SUBMITTED AND FUNDED

July 31, 1978—June 30, 1979

Administrative Units	Number of Proposals Submitted	Number of Proposals Funded	Amount Requested	Amount Awarded
Office of the President	2	2	\$ 150,000	\$ 40,0
Bureau of Academic Affairs	3	2	2,172,541	164,6
TRIO Center	7	7	517,102	420,5
Johnson Camden Library	3	2	25,115	6,9
Field Career Experiences	3	1	137,135	62,977
Bureau of Fiscal Affairs				
Division of Operations and Maintenance	1		45,492	
Bureau of Student Affairs				
Division of Financial Aid and Veterans Affairs	1	1	11,715	11,715
Bureau of University and Regional Services				
Appalachian Development Center	25	7	522,509	95,900
Division of Continuing Education	17	5	957,549	80,595
Division of Grants and Contracts	2	1	22,887	12,924
Office of Media Services	4	3	71,319	38,017
Office of School Relations	1	1	32,696	32,696
School of Applied Sciences and Technology	4	2	408,330	126,370
Department of Agriculture	1	1	29,439	29,439
Department of Home Economics	8	6	154,529	96,465
Department of Industrial Education and Technology	4	3	27,435	16,410
Department of Nursing and Allied Health	2		26,276	
School of Business and Economics	1		72,446	
Department of Accounting	1	1	2,500	2,500
Department of Business Education	1	1	4,510	4,5
Department of Economics	3	3	26,393	18,7
Department of Business Administration	1	1	20,000	26,0
School of Education				
Department of Administration, Supervision and Secondary Education	2		67,178	
Department of Adult, Counseling and Higher Education	9	6	221,300	48,098
Department of Elementary and Early Childhood Education	3	3	76,300	65,787
Department of Health, Physical Education and Recreation	1	1	35,700	35,700
Department of Library Science and Instructional Media	1		18,286	
Department of Psychology and Special Education	6	3	66,433	43,819
School of Humanities	1		To be assigned	
Department of Art	1		To be assigned	
Department of Communications	2	2	43,543	43,543
Department of Music	1	1	4,000	1,000
School of Sciences and Mathematics				
Center for Environmental Studies	1	1	3,528	3,528
Department of Biological Sciences	3	1	38,524	4,448
Department of Mathematical Sciences	1	1	750	850
Department of Physical Sciences	9	1	216,079	18,551
Department of Science Education	1		15,980	
School of Social Sciences				
Department of History	6	3	16,024	9,874
Department of Sociology, Social Work and Corrections	16	6	354,520	180,7
UNIVERSITY TOTAL	159	79	\$6,616,063	\$1,743,3

(Note: Blank spaces represent pending and/or denied proposals)

PROPOSED OPEN HOUSE HOURS

Upon the recommendation of the Student Life Committee and the Vice President for Student Affairs, I recommend that the open house hours at Morehead State University be changed. The committee proposed two plans. I have selected the alternate plan with points 3-6 added.

1. That open house be observed in Freshmen Halls as follows:

Friday	7:00 p.m. - 12:00 Midnight
Saturday	7:00 p.m. - 12:00 Midnight

2. That open house be observed in Upperclassmen Halls as follows:

Tuesday	7:00 p.m. - 11:00 p.m.
Friday	7:00 p.m. - 12:00 midnight
Saturday	7:00 p.m. - 12:00 midnight
Sunday	1:30 p.m. - 5:30 p.m.

3. That living areas be established for those who desire to live without open house hours.
4. That the proposed plan be implemented as soon as an acceptable staffing plan is developed, which will be during the first semester of the 1979-80 academic year.
5. That the budgeted amount be continued in the program and the difference be provided by the staffing plan.
6. That ways be explored to develop living-learning areas at different locations on campus.

BIENNIAL BUDGET RESOLUTION

BE IT RESOLVED by the Morehead State University Board of Regents that preparation of the 1980-82 Biennial Budget Request to the Council on Higher Education be undertaken by the President in accordance with those guidelines prescribed by the Council July 18, 1979. The continuation request shall be premised upon the Council's prescribed inflationary factors and benchmarks (attached).

BE IT RESOLVED that the President develop the Biennial Request in order that the University comply with its statutory mission. The 1980-82 Biennial Budget Request shall represent the University's plan during the next two years for the development and expansion of programs based on an evaluation of existing programs and projected student needs.

BE IT RESOLVED that the President shall ensure that the highest institutional budget priority beyond basic continuation funding as prescribed by the Council be the salaries of faculty and staff. Benchmark and/or regional salary means shall be used to support requests for state general funds to increase the salaries of faculty and staff in order to offset the cost of living increases brought on by inflationary pressures.

BE IT RESOLVED that emphasis shall be placed also on the maintenance and operation of new facilities, employee benefits and the maintenance of other current University service

levels. Expanded and new program requests should be in compliance with the institutional missions and be supported by student needs. Other new dollar requests will be for the correction of accreditation deficiencies, the replacement of lost external support and for the compliance of federal and state statutes.

Attachment

ATTACHMENT - 1980-82 Biennial Budget Resolution

Council on Higher Education Inflationary Factors:

	<u>1980-81</u>	<u>1981-82</u>
Personnel Cost	9 1/2%	9 1/2%
Operating Costs		
General	7 1/2%	7 1/2%
Utilities	20 %	20 %
Capital Outlay		
General	5 %	5 %
Library Books	12 %	12 %

1980-82 Morehead State University Tentative New Dollar Requests For:

Faculty catch-up to 1978-79 Regional Benchmark
Secretarial/Clerical salary alignment with state entry levels
Maintenance and Operation of new facilities
Expansion of Appalachian Development Center
Student Faculty ratio adjustment School of Business and Economics
Student Financial Aid Software
Mining Technology Program Expansion
Nursing Program Expansion
Technical Equipment Purchase
Sewage charges
Development of a Management Information System
Department of Agriculture/Farm Program Development

ATTACHMENT - Capital Construction Priorities

Renovation of Mays Hall

Central Control System

Renovation and Addition to Baird Music Hall

Renovation of Fields Hall

Sewage Trunk Line

Renovation of Thompson Hall

Resurfacing Track

Electrical Cabling Switchgear House

Seating--Jayne Stadium

Construction of Crosthwaite Education and Research Center

Renovation of Wetherby

Meats Lab

Lighting Practice Football Field

- Equipment Purchases

Computer Hardware

1980/82 COMPENSATION FACTORS

	<u>1978/79 Benchmark Median All-Rank Average Salary</u>	<u>1978/79 Adjusted by 1.18*</u>	<u>1979/80 Adjusted by 1.095**</u>	<u>1980/81 Adjusted by 1.095**</u>	<u>1981/82 Adjusted by 1.095**</u>
Regionals	\$18,755	22,131	24,233	26,536	29,057
University of Kentucky Main Campus	\$22,460	26,503	28,491	30,627	32,924
Community College	\$15,010	17,712	19,040	20,468	22,003
University of Louisville	\$21,111	24,911	26,779	27,788	30,947

* adjusted for 18% employee benefits

** adjusted for 9 1/2% annual increments

BENCHMARK FACULTY SALARIES: EKV/KSU/MO/MU/NKU/and WKU

Appalachian State (NC)
Austin Peay (TN)
Ball State (IN)
Central State (OH)
Cleveland State (OH)
East Carolina (NC)
East Tennessee State (TN)
Eastern Illinois (IL)
Illinois State (IL)
Indiana State (IN)
Kent State (OH)
Marshall (WV)
Memphis State (TN)
Miami (OH)
Middle Tennessee State (TN)
Northeast Missouri State (MO)
Northwest Missouri State (MO)
Ohio University (OH)
Old Dominion (VA)
Radford (VA)
Southeast Missouri State (MO)
Southwest Missouri State (MO)
Tennessee Tech (TN)
Western Carolina (NC)
Western Illinois (IL)
Wright State (OH)

caus and in

June 29 Budget Instructions Issued to Bur
Divisions

July 20

Budget Requests of University Budget units information had
returned

August 1-15

Internal review of Budget Requests and
prioritization of institutional budget
goals for 1980-82

August 27

Submission of 1980-82 Biennial Budget Re-
quest to the Council on Higher Education

August 31--

September 30

Council staff review of institutional
requests

October 16

Council Financial Affairs Committee recom-
mendations

October 31

Council action on Committee's recommenda-
tions

November 1-15

Institutions transform Council's recommen-
dations to Department of Finance's format

November 15

Institutions submit budget to Finance and
Legislative Research Commission

FEDERAL PROGRAMS ROSTER
1979-80

UNIVERSITY COUNSELING CENTER

		<u>Salary</u>
Wanda Bigham	Director and Adjunct Assistant Professor	\$21,475
Charles R. Gilley	Assistant Director and Adjunct Instructor	20,000
Edward Flege	Outreach Coordinator (7-1-79 to 8-1-79)	1,369
	Counselor (8-1-79 to 6-30-80)	13,228 (11)
Betty Moran	Counselor	15,000
Janet Bignon	Learning Specialist and Adjunct Instructor	13,500
Mike Mayhew	Counselor and Adjunct Instructor	13,800
Patricia Mann	Counselor	14,000
Terry Blong	Counselor and Adjunct Instructor	14,000
Jenny Crager	Counselor and Adjunct Instructor	11,000 (9)
Sammye Rice	Counselor	12,000
Margene Martin	Office Manager	7,900
Joni Johnson	Counselor	12,500
Debra Miles	Secretary	6,720

ADULT BASIC EDUCATION IN-SERVICE TRAINING PROJECT

Salary

Charles J. Bailey	Coordinator	\$18,000
Sharon Moore	Assistant Coordinator	14,400

ADULT LEARNING CENTER

Fadia Lowe	Coordinator	14,750
------------	-------------	--------

SOCIAL WORKER PROJECT

Carolyn Hamilton	Secretary	6,448
------------------	-----------	-------

M E M O R A N D U M

TO: Board of Regents Members
FROM: Morris L. Norfleet, President
DATE: July 25, 1979
SUBJECT: Draft Faculty Handbook

The Faculty Handbook is a document of the University which sets forth the policies, procedures, and informational items pertaining to the University faculty. We have been in the process of revising and updating this document, which was last written in 1972, for the institution.

Enclosed herewith is a draft copy for your review before the next Board meeting. This document has emerged as a result of extensive involvement of the administrative staff, faculty members, and discussion with all concerned. I plan to recommend this document to you for adoption at the next meeting. I hope you will have time to review it prior to Friday.

sr

Enclosure

DRAFT

MOREHEAD STATE UNIVERSITY

MOREHEAD, KENTUCKY 40351



August 20, 1979

TO THE FACULTY:

I am pleased to present this updated and expanded edition of the Morehead State University Faculty Handbook. It should prove to be helpful in finding answers to questions regarding the organization of the University; the major functions to be carried out in each bureau, division, cabinet, council, and committee; in the meaning of those policies which deal with faculty benefits and responsibilities; and to provide direction for the operation of the University.

Through committee or administrative assignment, numerous individuals and groups were responsible for submitting portions of the content of this Handbook. The Board of Regents approved it on August 3, 1979, and I commend it to your use.

Morris L. Norfleet
President

DRAFT

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
I STATEMENT OF PURPOSE	1
II ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY	1
The Council on Higher Education.....	1
The Board of Regents	1
The President	2
The Faculty	2
The University Senate	2
The Bureaus and Divisions	2
Bureau of Academic Affairs	2
Bureau of Fiscal Affairs	4
Bureau of Student Affairs	5
Bureau of University and Regional Services	6
Division of Athletics	7
Division of Budgets	8
Division of Planning	8
Division of Public Affairs	8
University Cabinets, Councils and Committees	8
President's Cabinet	9
Administrative Council	9
Council of Academic Deans	9
Graduate Council	9
Committee on Admissions	9
Committee on Athletics	10
Committee on Faculty Grievances	10
Committee on Faculty Nominations	10
Committee on Faculty Organization	10
Committee on Faculty Research	11
Committee on Faculty and Staff Development	11
Committee on Honors Program	11
Committee on Library	11
Committee on Publications	12
Committee on Public Affairs	12
Committee on Radiation Safety	12
Review Board for Protection of Human Subjects in Research	12
Committee on Scholarship and Retention	13
Committee on Special Events Coordination	13
Committee on Student Life	13
Committee on Teacher Education	13
Committee on Traffic Appeals	14
Undergraduate Curriculum Committee	14
III UNIVERSITY POLICIES	14
Policy on Benefits	15
Academic Freedom	15
Athletic Tickets	16

	<u>Page</u>
Books (Discount)	16
Credit Union	16
Concert and Lecture Series	16
Fee Courtesy	16
Consulting Services	17
Golf Course	17
Insurance	17
Maternity Leave	18
Retirement	18
Sabbatical Leave	18
Sick Leave	20
Tax Sheltered Annuity Program	20
Tenure	20
Vacation	21
Policy on Responsibilities	22
Absences	22
Class Attendance Records	22
Counseling Service (Students)	22
Commencement Exercises	23
Examinations	23
Grade Reporting	23
Office Hours	24
Professional Ethics	24
Teaching Load	25
Official Travel	25
Miscellaneous Policies and Procedures	25
Faculty Ranking	25
Contracts	27
Duplicating and Printing Services	28
Employment Outside the Institution	28
Faculty Research	28
Field Trips	28
Introduction of New Courses	29
Instructional Media	29
Library and Acquisitions	30
Marking System (Undergraduate)	30
Marking System (Graduate)	31
Pass-Fail Grading System (Undergraduate Students)	31
Motor Vehicle Registration	32
News Releases	32
Office Supplies	32
Official State Vehicles	32
Ownership of Inventions	32
Preparation of Class Schedules	33
Salary Checks	33
Scheduling Facilities for Special Instruction	33
Sponsoring Student Activities	34
Student Absences	34
Student Disciplinary Hearings	34
Student Appeal (Academic)	35
Television Teaching	36
Textbooks and Instructional Materials	37

STATEMENT OF PURPOSE

The University should be a community of students, teachers, administrators, and staff where all pursue intellectual, creative, and technical development.

The University should foster an environment in which knowledge may be discovered, integrated, and disseminated for concerns of social significance or for the excitement of research or free inquiry.

The University should provide opportunity for students to recognize their potentialities and to acquire the discipline necessary for self-realization.

The University should be a place where the interaction of students and teachers committed to excellence creates an atmosphere in which both will be stimulated to accept the challenges of the universe.

The University should promote the development of those qualities of leadership necessary to meet the diverse needs of the state, nation, and world.

The University should develop programs to fulfill its specific mission of serving the economic, educational, social, and cultural needs of northern and eastern Kentucky.

The University should respond to the demands of the present by utilizing the achievements and values of the past and by exploring the possibilities of the future.

ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

The Council on Higher Education

This body constitutes the representative legal agency of the Commonwealth with authority to coordinate all matters relating to higher education of a general and state-wide nature which are not otherwise delegated to one or more institutions of higher learning.

The Council is composed of the Superintendent of Public Instruction, ten lay members appointed by the Governor, and the president of each four-year state institution of higher education. The ten lay members are appointed for four-year terms and constitute the voting membership of the Council; the presidents of the state institutions are non-voting members. The chairman is selected by the Council from its voting membership. The Council elects an executive director who is responsible for carrying out the mandates of the Council.

The Board of Regents

The statutory body of the University is the Board of Regents. This is a bipartisan board consisting of ten members, eight appointed by the Governor, one member of the teaching faculty elected by the faculty, and the President of the Student Government Association, if he is a resident of Kentucky. If the President of the Student Government Association is a non-resident, a resident student is elected to the Board by the students of the University. The members of the Board elect a chairman annually.

The members appointed by the Governor hold office for a term of four years. The student serves a one-year term and the faculty member serves a three-year term.

Upon the recommendation of the President, the Board of Regents approves the budget; the employment, promotion, and release of all University personnel; and the general policies for the operation of the University.

The President

The President is appointed by the Board of Regents as the executive agent of the University and as such is responsible for the operation and development of the University as a whole and for each of its parts. He serves both as the chief administrator and the principal educational supervisor of the institution. All recommendations for employment are made through him to the Board of Regents. He has the responsibility to provide leadership for recruiting and maintaining a faculty and administrative staff of high quality. He plans and directs the financial and developmental programs of the institution. The President is also concerned with providing adequate channels of communication involving the students, faculty, staff, alumni, and the public.

The Faculty

The faculty of Morehead State University consists of the President and the entire instructional staff with the rank from instructor to professor. Regular meetings of the faculty are held on the third Tuesday of each month and special meetings upon the call of the President or the Vice President for Academic Affairs. Members are expected to attend all meetings of the faculty.

The faculty is the agency of the University which recommends academic policies and programs to the Vice President for Academic Affairs and the President to be approved by the Board of Regents. Specifically the faculty is responsible for the instructional, research, and academic service programs of the University. Additionally, through its committees, the faculty recommends curricular changes.

The faculty has the right to confer with the President upon any matter perceived to be related to the welfare of the institution.

The University Senate

The University Senate is representative of all segments of the University; namely, the administration and staff, the faculty, and the students. The Senate has as its purpose to serve the University community: (a) as an advisory body in the development of policy; (b) as a liaison or communicative link among the various segments of the University and the President; (c) as a deliberative body to give voice to the consensus of the University community on any issues or questions which might be referred to it; and (d) as a coordinator of the work of the standing committees.

The Bureaus and Divisions

The University is organized into four bureaus and four divisions with university-wide responsibilities. A brief description of each bureau and division follows.

Bureau of Academic Affairs

The Vice President for Academic Affairs and Dean of the Faculty coordinates the activities of the Bureau; including the Graduate Office,

the six schools, the Counseling Center, the Office of Field Career Experiences, the Honors Program, the Office of the Registrar, the Johnson Camden Library, and the Testing Center. He provides general supervision and leadership in: (a) developing and modifying academic programs and instructional procedures; (b) working with all academic committees, on each of which he serves as an ex-officio member; and (c) determining personnel needs and position descriptions. He recommends to the president regarding all faculty appointments, promotions, and tenure. Additionally, he is responsible for maintaining the faculty personnel file.

The Dean of Graduate Programs serves as the chairman of the Graduate Council and is responsible for general supervision of all graduate students and programs of the University. He coordinates the graduate curricula, approves all publications pertaining to graduate work, coordinates regional instructional programs, and recommends to the Graduate Council matters relative to policies and practices to be followed in the appointment of graduate faculty and the granting of graduate credit and degrees. Additionally, the Graduate Dean and his staff are specifically responsible for the admission, retention, and certification of program completion of all graduate students; for recommending the appointment of, and in general, supervising the graduate assistants.

The Academic Deans each head one of the six schools: Applied Sciences and Technology, Business and Economics, Education, Humanities, Sciences and Mathematics, and Social Sciences. The school dean is responsible for supervising the instructional program and personnel, planning curriculum, and managing the budget in his school. Specifically, the dean recommends to the appropriate council, program and course changes; and to the Vice President for Academic Affairs, the appointment, promotion, and retention of personnel.

The Director of the Counseling Center and the staff provide these services: personal and academic counseling; information and referral; academic and career planning; tutoring; developmental studies classes in reading, study skills; and individualized assistance with learning, through a variety of audio-visual and programmed materials, to improve skills necessary for academic success. In addition to counseling and academic services on campus, Counseling Center personnel provide assistance to selected students in twenty-eight high schools in the area.

The Office of Field Career Experiences is responsible for the coordination of information about field study courses. Administratively, the Field Career Experiences Office is in the Bureau of Academic Affairs and the courses are within the various academic departments. The Office of Field Career Experiences is the source of information exchange among faculty, students, and agencies. This optional method of instruction allows a student the opportunity to gain meaningful hands-on experience related to his academic field of study. The Cooperative Education component helps bridge the gap between the theoretical world of education and the practical world of work through its "earn while you learn" philosophy.

The Director of the Honors Program working with the Honors Program Committee, coordinates an academically-enriched program for exceptionally capable, highly motivated students. Freshmen who have a composite American College Testing score of 26 or above and a strong high school academic record are eligible for membership. Students who are classified as second-semester freshmen or above and who have a cumulative grade point average of 3.5 or better are eligible for membership.

The Director of Libraries and his staff provide those services designed to strengthen, supplement, and enrich the total academic program at Morehead State University. The library staff provides services to graduate and undergraduate students both on campus and off campus. Included in these services are:

1. Library orientation and instruction
2. Interlibrary loan services
3. Library media services including:
 - a. Audio Dial Access Center
 - b. Microform resources
 - c. Learning Resource Center
4. Reference services including:
 - a. Periodicals
 - b. Teletype machine
 - c. Photocopy center
 - d. Government documents
 - e. Legal research center
 - f. Health information library
 - g. Appalachian Collection

The Registrar and his staff have as their primary responsibilities student registration and student academic record keeping. Related services provided by the office include the issuance of student transcripts and academic information and data relative to student enrollment.

The Director of Testing and his staff provide testing services to all segments of the University and region. Tests administered on a daily basis include:

1. The General Educational Development exams, the Miller's Analogies, the Strong-Campbell Interest Inventory, California Achievement Tests, and examinations for students applying for admission to programs in Nursing, Radiology, Medical Assisting, Veterinary Technology, and Teacher Education.
2. Exams scheduled periodically during the year include the Graduate Record Examination, National Teacher Examination, American College Testing, College Level Examination Program, Entrance Examination for Schools of Health Related Technologies, Undergraduate Assessment Program, Graduate Management Admission Test, and the American Association of Medical Assistants, Inc.

Bureau of Fiscal Affairs

The Director of Fiscal Affairs is responsible for coordinating the work of the personnel of the six divisions in the Bureau. The divisions are: Accounts, Auxiliary Services, Data Processing, Operations and Maintenance, Payroll and Personnel, and Purchases.

The Division of Accounts manages all financial operations of the institution. Specifically, this division prepares financial reports and financial analyses, and implements appropriate controls and audits.

The Division of Auxiliary Services manages auxiliary enterprises. The auxiliary enterprises include food service, University Store, post office, concessions, vending, and University golf course.

The Division of Data Processing manages the design and maintenance of the administrative data processing system function of the University.

The Division of Operations and Maintenance manages the operation and upkeep of the physical plant. Also, the personnel in this division participate in planning, design, and construction decisions.

The Division of Payroll and Personnel is responsible for payrolls and personnel programs.

The Division of Purchases is in charge of purchasing, central stores, and property control systems.

Bureau of Student Affairs

The Vice President for Student Affairs coordinates the work of the Bureau, which consists of the services provided by the Dean of Students, the Associate Dean of Students, and six major divisions: Safety and Security; Student Activities and Organizations; Student Financial Aid and Veteran Affairs; Student Health Services; Student Housing; and University Center Services.

The Dean of Students and Associate Dean of Students, working with others, provide for the general welfare of the students by promoting the educational, social, physical, spiritual, and personal well being of each. Specifically, there are programs and activities designed to: (a) promote the development of citizenship and leadership qualities and a sense of responsibility; (b) provide opportunities for academic and social development; (c) provide counseling and advisement for students regarding academic, personal, and social problems; (d) insure due process to students charged with violating University regulations; and (e) provide special advisement and assistance to minority and international students.

The Director of the Division of Safety and Security, and his staff, strive to provide for the safety and security of the university community. They: (a) protect personnel and property; (b) provide for the safe and orderly control of vehicular traffic; (c) promote the safe and efficient utilization of available parking space; (d) enforce local, state, and federal laws; and (e) encourage and promote effective working relationships between the personnel in the division and various segments of the University community.

The Director of the Division of Student Activities and Organizations and his staff, working with representatives of the approximately 100 student organizations, endeavors to: (a) assist students in arranging for facilities, equipment, and personnel for scheduled activities; (b) provide a wholesome, well-rounded, and varied program of activities for student participation and enjoyment; and (c) provide students, individually and collectively, with laboratories to test ideas, to practice decision making, and to improve interpersonal skills.

The Director of the Division of Student Financial Aid and Veterans Affairs and his staff: (a) prepare applications to secure funds for student financial aid and the accounting reports required relative to expenditures of such funds; (b) determine eligibility and allocate financial assistance to those applicants who qualify; (c) counsel with students regarding expenses and financial aid opportunities; and (d) distribute, to parents and students, literature which informs them of the various types of financial aid and the general eligibility requirements for each. In addition to other kinds of financial aid, the University scholarship program is administered by this division. Also, assistance is offered in the areas of finance, enrollment, advisement and tutorial services to veterans and dependents of disabled or deceased veterans. The Director of Student Financial Aid may allow deferred payment of student registration fees if a proven need is shown.

The Director of the Division of Student Health Services and the staff provide medical services at the primary care level to the students. Specifically this division provides for: (a) general outpatient services; (b) limited inpatient services; (c) referral to extramural agents; (d) limited laboratory services; (e) distribution of common drugs for common maladies; (f) evaluation and maintenance of students' medical records; (g) individual counseling for health maintenance; and (h) a limited number of physical exams for high risk students. Health services provided to faculty and staff members are limited to emergency first aid and special needs as approved by the President.

The Director of the Division of Student Housing and the staff strive to provide clean and comfortable living facilities for all full-time single and married students who desire to reside in university housing. Additional services include: (a) opportunity for single and married students to participate in the governance of the housing units through the hall councils, the housing advisory committees, and the Student Government Association; (b) programming within the housing units to enhance the living-learning environment; and (c) programs and activities to enhance the safety and security of the residents and their property.

The Director of the Division of University Center Services and the staff provide for social and recreational activities for the members of the University community and their guests. The Director also promotes the academic areas by arranging for workshops, seminars, and conferences. The students, with assistance from the staff, provide a varied program of activities through the Adron Doran University Center Program Council. The following services at the University Center are provided on a daily basis and/or on request: (a) rooms for meetings, workshops, seminars, conferences, and dining; (b) recreational activities, travel board services, and special event activities; (c) public lounges, restroom facilities, television lounge, gameroom, and pay telephone; (d) overnight lodging accommodations for a limited number of University guests; (e) lost and found station, locker rentals, campus literature and schedules, bulletin board space, current magazines and daily newspapers for lounge areas, and information for campus visitors.

Bureau of University and Regional Services

The Vice President for University and Regional Services provides general administrative oversight of the Bureau. He is assisted by five directors and two co-directors who serve as division heads, as well as a number of coordinators and other supervisory officers. Following are brief descriptions of the major functions of these divisions.

The Division of Admissions is responsible for attracting, admitting, and orienting new students. This task includes traveling to high schools throughout Kentucky, preparing informational literature, counseling prospective students, and processing a steady flow of applications. This division also helps to coordinate recruitment efforts designed by the individual academic departments and works closely with the Office of Student Financial Aid. During the summer and fall, numerous activities are scheduled to familiarize entering students and their families with the University's programs and facilities.

The Division of Alumni Relations and Placement maintains contacts with two important off-campus groups: former students and employers interested in the University's graduates. The Office of Alumni Relations coordinates special activities such as Homecoming, prepares alumni publi-

cations, and services a network of alumni clubs. Extensive alumni records are housed in the Alumni Center. The alumni staff is also responsible for the fund raising activities of the Morehead State University Alumni Association. The Office of Placement Services keeps an employment-related file on each graduate who chooses to use this service. Throughout the year, the office distributes information on position openings and arranges for job interviews.

The Appalachian Development Center is devoted to the University's partnership with the people and institutions of Eastern Kentucky. The Center was established to develop programs to enhance economic, social, and educational growth throughout Appalachian Kentucky. This effort includes continuing education, assistance to local governmental units, technical and manpower training, scientific and economic research, and a variety of social service programs. Additionally, the Center collaborates with regional organizations in promoting tourism and industrial development. In conjunction with these activities, an extensive reference library on Appalachian subjects and issues is being assembled. This multi-faceted operation is the major force responsible for the University's commitment to public service within the region.

The Division of Continuing Education is responsible for promoting, coordinating, and recording all nonformal learning opportunities offered through the University. Efforts such as the Morehead State-Rowan County Community Education Program and the Teacher Inservice Program are examples of the work of this division. Thorough records are maintained on the Continuing Education Units (CEU's) generated through the University and reports are issued periodically. The division's Office of Campus Events assists with the planning and supervision of special educational activities such as conferences, workshops, and seminars.

The Division of Grants and Contracts is the administrative unit responsible for coordinating and reporting the submission of all proposals to external funding sources. Working with the faculty, administrators, staff, and students, the division assists with the development of all University proposals as necessary and processes them through the institutional review system. The division also assists the Faculty Research Committee and the Institutional Review Board for the Protection of Human Subjects in expediting proposal reviews.

The Division of Media Services provides for television production and instruction, audiovisual services, and all technical operations relating to telecommunications. Major emphasis is placed on the repair and maintenance of the University's sound systems and cable television network. Through the Regional Technical Service, this division repairs audiovisual and telecommunications equipment for public institutions throughout Eastern Kentucky. The division coordinates the use of the University's television studios and transmits instructional telecasts made possible through Kentucky Educational Television and the Appalachian Education Satellite Program.

Division of Athletics

The Director of Athletics is head of the Division and supervises the total intercollegiate athletic program. He serves on and works closely with the Athletic Committee relative to policy making. In addition to the coaches of the men's and women's sports, his staff includes an Assistant Director of Athletics and a Coordinator of Women's Athletics.

Duties requiring particular attention in the division are scheduling of athletic events, determining eligibility of participants, overseeing the athletic grants-in-aid, arranging team travel, submitting equipment orders, administering the athletic budget, handling tickets for all athletic events, and seeing that the policies and regulations of the National Collegiate Athletic Association, Ohio Valley Conference, Association for Intercollegiate Athletics for Women, and Kentucky Women's Intercollegiate Conference are properly followed.

The coaches of the various sports sponsored by the University are responsible for their programs. They are in charge of coaching the athletic teams and supervising the student athletes participating in their programs. They work closely with the Director of Athletics regarding all functions within the Division.

Division of Budgets

The Director of Budgets reports to the President. His responsibilities include assisting the President in the preparation and control of the budget.

Division of Planning

The Director of Planning is responsible for two major functions: Planning and the Educational and Research Computing Center. The Director reports to the President.

The Office of Planning coordinates the submission of reports to federal and state agencies; prepares reports of faculty, staff, and student characteristics; prepares analytic reports concerning University programs; and implements planning for personnel, facility, and budgetary needs of the University.

The Educational and Research Computing Center provides computing resources for the instructional research programs of the University. The computing resources consist of a Data General NOVA 840 computer which supports both time sharing and batch processing. The Center also gives users local access to the IBM 370/168 computer at the University of Kentucky and the DEC 10/80 at the University of Louisville via the Kentucky Educational Network.

Division of Public Affairs

The Division of Public Affairs is headed by a Director who is responsible for coordinating the various activities. Four components are included in the division: Office of News Services, Office of Photographic Services, Office of Publications, and Office of Printing Services. Specific responsibilities of the division include: (a) dissemination of information to the news media and other constituent groups, internal and external; (b) design and composition of official publications and forms; (c) production or purchase of official printing, copying and duplicating, and office supplies; (d) operation of the Speakers Bureau; (e) production of identification cards for students, faculty, and staff; and (f) assistance in the planning and execution of special events. The Director reports to the President.

University Cabinets, Councils and Committees

The Morehead State University committee system is designed to give greater opportunity for the citizens of the University community to assume a portion of the responsibilities for determining the objectives of the University and the policies under which it operates. Policy matters which require action by the entire faculty are presented to the faculty by the

President, who is ex-officio member of all committees. Members of committees elected by the faculty serve for a period of two years and are eligible for re-election to the same committees. Within the several schools, committees operate to deal with concerns of the individual schools. On a University wide-basis, ad hoc committees are appointed to deal with special needs.

Matters which come before the committees of the University that require the attention of the Board of Regents are presented to the Board through the President.

To facilitate the operation of the University committee system, all committees should meet within thirty days of appointment. Subsequent meetings should be frequent enough to promptly attend to all business presented.

President's Cabinet

The President's Cabinet is composed of the President as chairperson, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for University and Regional Services, the Director of Fiscal Affairs, the Director of Planning, the Director of Public Affairs, the Dean of Graduate Programs, and the Assistant to the President. The Cabinet is responsible for overall policy considerations and for advice to the President on matters affecting the University.

Administrative Council

The Administrative Council is composed of the members of the President's Cabinet and the deans of the academic schools with the President as chairperson. The Council is responsible for coordinating the efforts of the academic and support elements of the University and for advice to the President on other administrative matters.

Council of Academic Deans

The Council of Academic Deans is composed of the Vice President for Academic Affairs as chairperson, the Dean of Graduate Programs, and the deans of the six schools. The Council considers administration problems and proposed policies. Items for consideration may be presented to the Council by any member, any member of the faculty, the administrative staff, or the Student Government Association.

Graduate Council

The Graduate Council consists of two members elected from the graduate faculty of each of the six schools of the University, three students selected by the Student Government Association from the full-time, on-campus graduate student body, and the Dean of Graduate Programs, who serves as chairperson.

The Council is responsible for establishing policies and regulations pertaining to graduate study; for advising the Graduate Dean in the execution of these policies; for the approval of graduate programs, faculty, and courses; for hearing graduate student appeals; and for the over-all coordination of the graduate programs of the University. Periodically, the Council reviews selected graduate programs and recommends continuance, improvement, or termination.

Committee on Admissions

The Committee on Admissions is composed of the Director of Admissions as chairperson (non-voting), one member designated by the Vice President for Student Affairs as the representative from that Bureau, one faculty

member from each school, the Dean of Graduate Programs, and two student members. This Committee is concerned with the development and recommendation of admission policies and serves as a reviewing agency for special cases referred to it by the Director of Admissions or appealed by a student.

Committee on Athletics

The Committee on Athletics is composed of the President, Director of Athletics, Director of Public Affairs, Vice President for Academic Affairs or a representative, Vice President for Student Affairs or a representative, and one person from each of the following areas: Bureau of Fiscal Affairs, Bureau of University and Regional Services and Office of the Registrar; two faculty members appointed by the President (no more than one from any school and one of whom must be female); and two students appointed by the President (one of whom must be female). The chairperson is appointed by the President.

The Committee has general supervision over the intercollegiate athletic program and policy development related to intercollegiate athletics.

The Committee serves as an advisory group to the President and makes recommendations in the following areas:

1. Direction of the intercollegiate athletic program in terms of priorities.
2. Determination of NCAA and AIAW divisional status.
3. Determination of conference affiliations.
4. Addition or discontinuance of specific intercollegiate sports.
5. Establishment of general guidelines for scheduling of intercollegiate athletic events.
6. Facility needs for intercollegiate athletics.
7. Selection of the Director of Athletics, Head Football Coach, and Men's Head Basketball Coach
8. Any other policy issue related to intercollegiate athletics which the President chooses to direct to the attention of the Committee.

Committee on Faculty Grievances

The Committee on Faculty Grievances is composed of two tenured faculty members from each school. The chairperson is to be selected from the membership. Deans of the schools are not eligible for membership on this Committee. The Committee serves as a communication outlet for a faculty member who has a complaint.

Committee on Faculty Nominations

The Committee on Faculty Nominations, composed of one representative from each of the six schools, is appointed from the faculty by the President to present nominees for membership on the Committee on Faculty Organization. The individuals nominated for membership on the Committee on Faculty Organization are approved by vote of the entire faculty. Nominations for membership may also be made from the floor.

Committee on Faculty Organization

The Committee on Faculty Organization is elected by the entire faculty. It is composed of two members from each school (not to include school deans), not more than one from a given department, all of whom must have attained tenure status at the University. The Committee selects a chairperson and

secretary from its membership. One member from each school will rotate each two years, and no member will serve more than two consecutive terms. A school will elect replacements for members unable to serve a full term.

The Committee nominates the faculty representatives, exclusive of the ex-officio members, of all standing committees (except where indicated otherwise); nominations of faculty representatives on the standing committees may be made from the floor. If a member of one of the University standing committees is unable to serve for the appointed time, the Committee on Faculty Organization is authorized to appoint the faculty member to fill the vacancy.

The Committee nominates the student representatives on the standing committees from a list of persons submitted by the Student Government Association. These student nominees are also presented to the entire faculty for approval.

The Committee on Faculty Organization also serves in an advisory capacity to the President and Vice President for Academic Affairs in determining changes in rank for members of the faculty. A majority vote of the Committee is decisive and is tendered to the President and Vice President for Academic Affairs as the decision of the Committee.

Committee on Faculty Research

The Committee on Faculty Research is composed of two members from each school, the Director of Planning, the Dean of Graduate Programs, and the Director of Grants and Contracts. This Committee selects a chairperson from its membership.

The Committee promotes research within the academic community, evaluates research proposals, governs the terms of research grants, and disseminates information concerning the research activities of individual faculty members.

Committee on Faculty and Staff Development

The Committee on University Faculty and Staff Development is composed of one representative from each bureau and one faculty members from each school. The chairperson is to be selected from the membership. The functions of this Committee are to develop an institution in-service program and serve as a nucleus within each area to assist in developing a program unique to that area for faculty and staff development.

Committee on Honors Program

The Committee on Honors Program is composed of the Director of the Honors Program as chairperson, one faculty member from each school and three students in the program. This Committee has general supervision of the Honors Program, in line with the provisions for the program as adopted by the faculty. Recommendations for any changes in this program are referred to the faculty for action.

Committee on Library

The Committee on Library is composed of the following members, including the chairperson, who is designated by the President: the Director of Libraries, one representative from each school and four students. This Committee has responsibility for broad policies concerning the operation of the library and its services, for recommendations regarding the library budget and for allocation of the budget to the schools of the University. In general, this Committee assumes responsibility for the continuous improvement of library services.

Committee on Publications

The Committee on Official Publications is composed of the Publications Editor, Manager of Printing Services, Director of Public Affairs, Director of Admissions, two faculty members and one student selected by the President and individual representatives of the Bureau of Academic Affairs, Student Affairs and University and Regional Services. The Publications Editor serves as chairperson and the secretary is elected annually from the membership of the Committee. The Committee meets when necessary to recommend priorities in the allocation of the University's publications resources, to recommend major design and editorial changes in official publications, to recommend creation or termination of official publications, and to provide advice and assistance in the management of the University's publications program. The yearbook, student newspaper and literary magazine are not subject to the Committee's jurisdiction.

Committee on Public Affairs

The Committee on Public Affairs is composed of the Director of Public Affairs, Director of Alumni Relations and one additional representative from the Bureau of University and Regional Services, one faculty member from each of the six schools and two students appointed by the President of the Student Government Association. The Committee annually selects a chairperson and a secretary from its membership.

The Committee is concerned with ways and means of interpreting the University to its various publics through internal and external communications; with establishment of improved working relationships with alumni of the University; with planning and coordination of events hosted by the University; and with involving the University community in activities which benefit the region served by the University.

Committee on Radiation Safety

The Committee on Radiation Safety is composed of the chairperson who is a faculty member with advanced training in radiation, two faculty members from the Department of Physical Sciences, two faculty members from the Department of Biological Sciences, one faculty member from each school other than the School of Sciences and Mathematics, and one member from the Bureau of Fiscal Affairs, preferably from Purchasing.

The University's Committee on Radiation Safety is to advise those persons potentially interested in procuring and/or using radioactive material or ionizing equipment and to see that all users meet the requirements of the institutional radiation program, the Kentucky Board of Health radiation regulations and the radioactive material license issued to the University. One function of the Committee is to meet and approve requests of faculty members for securing radioactive material or ionizing equipment.

Review Board for Protection of Human Subjects in Research

The Institutional Review Board for the Protection of Human Subjects in Research is composed of a representative from the natural sciences, the social sciences, the behavioral sciences, the University administration, the community, the grants and contracts staff, and the legal profession. The Director of Grants and Contracts serves as the chairperson and all Board members are appointed by the President.

The general purpose of the Institutional Review Board (IRB) is to review all behavioral and biomedical research which involves human subjects

as objects for data gathering. The IRB is responsible for safeguarding the rights and welfare of persons who may be subject to physical, emotional, and/or confidentiality risks.

Committee on Scholarship and Retention

The Scholarship and Retention Committee is composed of the President, the Vice President for Academic Affairs who serves as chairperson, the Vice President for Student Affairs, the Dean of Students, the Associate Dean of Students, the Director of Admissions, the Director of Student Financial Aid, and the Registrar. The Committee has two primary functions: (1) to review the records of those students who have been on academic probation to determine which of these students should not be retained by the University, and (2) to serve as an appellate committee for those students who are not retained by the University for whatever reason but who wish to have a hearing. The Committee meets soon after the end of each semester, following each summer term and upon call by the chairperson.

Committee on Special Events Coordination

The Committee on Special Events Coordination is composed of the Dean of Students, chairperson of the Concert and Lecture Series Committee, staff advisor and one member of the University Center Program Council, Director of University Center Services, President of the Student Government Association or a representative, Director of Student Activities and Organizations, Director of Public Affairs, Director of Athletics or a representative, Coordinator of Campus Events and other members as determined by the President. The Committee chairperson and secretary are elected annually from the membership of the Committee. The Committee meets at least monthly to coordinate scheduling of all campus events of an entertainment, cultural, educational or public service nature involving internal and/or external groups and individuals.

Committee on Student Life

The Committee on Student Life is composed of the Vice President for Student Affairs as chairperson, the Dean of Students, the Associate Dean of Students, the Director of Student Financial Aid, the Director of Division of University Center Services, the Director of Student Activities and Organizations, one faculty member from each school, the President of the Student Government Association, and nine other students approved by the Student Government Association.

This Committee has general responsibility for reviewing and acting upon constitutions of existing and proposed student organizations, proposals presented by the Student Government Association, and other matters relating to the general welfare of the students.

Committee on Teacher Education

The Committee on Teacher Education is composed of the Dean of the School of Education as chairperson; the Coordinator of Professional Laboratory Experiences as Vice Chairperson; two faculty members representing the School of Education (one each from the Departments of Elementary and Secondary Education) elected by the faculty of the respective departments; one member from the University Breckinridge School elected by the school faculty; one member from each of the other schools of the University (the chairperson of each School Teacher Education Committee); two students (an elementary major and a secondary major) from those students admitted to

the Teacher Education Program and elected by the Student NEA; and three public school practitioners (an elementary teacher, a secondary teacher, and an administrator) appointed by the Dean of the School of Education (from a list submitted by regional educational associations).

The responsibilities of the Committee are to:

1. Establish and publish the broad educational goals for teacher education and review the objectives of each specific teacher education program.
2. Receive teacher education course and program proposed changes prior to consideration by any other University committee.
3. Establish and publish the policies for admission to and retention in teacher education.
4. Establish and publish the policies for admission to and retention in professional laboratory experiences.
5. Receive teacher education course and program proposals prior to consideration by any other University committee.

Committee on Traffic Appeals

This Committee is composed of three members of the faculty, two members of the staff, and two students; all appointed by the President. The members from the faculty and staff serve two-year terms and the students serve for one year.

The Committee's purpose is to act on appeals brought before it by faculty, staff, or students which relate to traffic assessments. In carrying out this responsibility the Committee may:

1. Uphold the appeal.
2. Deny the appeal.
3. Arrange for the appellant to present his case in person before the Committee.

An appeal is not considered by the Committee unless it is made within ten days and the information is on the official appeal form (TAF-1). The appeals form is available in the Traffic Office, and when completed must be filed with the Director of Safety and Security.

Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee is composed of the Vice President for Academic Affairs as chairperson, two faculty members from each school, and one student from each school.

The Committee is charged with the responsibility of establishing policies and regulations pertaining to all undergraduate academic programs; for approval of program and course offerings at the certificate, associate, and baccalaureate levels. Periodically, the Committee reviews selected undergraduate programs and recommends termination or continuance of the programs.

UNIVERSITY POLICIES

Various groups in the University have proposed policy statements which have been adopted by the Board of Regents. The purpose of these policy statements is to keep the faculty and professional staff informed regarding both benefits and responsibilities.

Policy on Benefits

Academic Freedom*

Academic freedom is the right of members of the academic community freely to study, discuss, investigate, teach, conduct research, publish or administer as appropriate to their respective roles and responsibilities. It is the responsibility of administrators to protect and assure these rights within the governing framework of the institution. The teacher is entitled to freedom in the classroom in discussing the subject, but should be careful to present the various related scholarly views and avoid introducing controversial or other matter which has no relation to the subject. The teacher is entitled to full freedom in research and in the publication of the results therefrom, subject to the adequate performance of his other academic duties.

Academic freedom should be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge, and, thus, properly should be restricted to rights of expression pertaining to teaching and research within their areas of recognized professional competencies. Beyond this, expressions by members of the academic community should carry no more weight or protection than that accorded any other citizen under the guarantee of constitutional rights; that is, outside of one's professional field, one must accept the same responsibility which all other individuals bear for their acts and utterances. In these cases, there is and should be no guaranteed immunity from possible criticism under the guise of academic freedom; however, when a member of the academic community speaks or writes as a citizen, he should be free from institutional censorship or discipline, but as a person of learning he should remember that the public may judge both the profession and the institution by his utterances. Therefore, the professional person should at all times be accurate, should exercise appropriate restraints, should show respect for the opinions of others and should indicate that he is not an institutional spokesman.

The concepts of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the institution and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the institution.

Institutions of higher education are committed to open and rational discussion as a principal means for the clarification of issues and the solution of problems. In the solution of certain difficult problems, all members of the academic community must take note of their responsibility to society, to the institution, and to each other and must recognize that at times the interests of each may vary and will have to be reconciled. The use of physical force, psychological harassment, or other disruptive acts which interfere with institutional activities, freedom of movement

*From Statement on Academic Freedom and Responsibility. A resolution adopted by American Association of State Colleges and University, November 9, 1971.

on the campus, or freedom of all members of the academic community to pursue their rightful goals is the antithesis of academic freedom and responsibility. So, also, are acts which, in effect, deny freedom to speak, to be heard, to study, to teach, to administer and to pursue research. It is incumbent upon each member of the academic community to be acquainted with his individual responsibilities, as delineated by appropriate institutional statements.

The universal responsibility of the teaching faculty member is effective teaching. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities regularly, such as preparing for and meeting with assignments, conferring with and advising students, evaluating fairly and reporting promptly student achievement, and participating in group deliberations which contribute to the growth and development of students and the institution. All members of the academic community also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, co-curricular or extra-curricular. Additionally, the concept of "institutional loyalty" still has a proper place within the academic community and imposes the further responsibility on all members of the academic community to attempt, honestly and in good faith, to preserve and defend the institution and the goals it espouses, without restricting the right to advocate change.

Administrators must protect, defend and promote academic freedom, must assure that members of the academic community fulfill their responsibilities, and, in addition, must recognize that they have special responsibilities for which they are held accountable--namely, the marshaling of human, physical and financial resources in order to realize institutional goals.

Athletic Tickets

Faculty and staff and members of their immediate families may purchase season tickets for athletic events at a reduced rate. These tickets may be purchased at the Athletic Office.

Books

The University Store has the established policy of a ten percent discount for faculty and full-time staff on textbooks required for classwork. The faculty or staff member is expected to make the purchase in person.

Credit Union

The federally chartered Morehead State University Credit Union is a cooperative financial institution, organized to promote thrift among its members. The Credit Union provides its members with a safe, convenient place to save and obtain loans at reasonable rates. Membership is open to all full-time University employees, their spouses and children. For more information, call the Credit Union Office.

Concert and Lecture Series

All Concert and Lecture Series events are free to University faculty and staff.

Fee Courtesy

Registration fees are waived for full-time employees desiring to enroll in one course in the fall and spring semesters (maximum 4 credit hours per semester). It is felt that this program enhances the professional growth of employees of Morehead State University and improves efficiency on the job. Employees are encouraged to take advantage of the opportunity to receive this education at no cost.

Consulting Services

The procedure for rendering consulting services at the University is as follows:

The terms of a faculty consulting contract should be agreed upon by the consultant, the contracting party, and the appropriate school dean.

A consulting contract must be submitted completely on the official consulting contract of Morehead State University, available from school deans' offices or the Bureau of Academic Affairs Office. Copies of a consulting contract with the signatures of the consultant, contracting party, and the school dean are submitted to the Vice President for Academic Affairs, who will recommend approval or disapproval to the President. If approved by the President, contracts will be signed and returned to the Vice President for Academic Affairs for distribution to all parties concerned. Complete faculty consulting records are maintained in the Bureau of Academic Affairs.

It is the responsibility of the consultant to notify the Vice President for Academic Affairs in writing when consulting services have been completed in order for him to authorize a billing to the contracting party for these services. Complete details, including dates of services performed and amount due, must be furnished by the consultant. The contracting party will be billed and payment will be received by Morehead State University, which in turn will compensate the consultant for services rendered. Personnel in units other than the Bureau of Academic Affairs who do consulting work should submit the contract to the appropriate bureau or division head.

Golf Course

Morehead State University owns and operates a golf course. This nine-hole course is located four miles from campus on U.S. 60 East. All employees are eligible to use the facilities for a nominal fee. Clubs and carts may be rented at the course.

Insurance

The University's Basic Hospital-Surgical Plan is carried through Blue Cross-Blue Shield at nominal group rates. Participation in the plan is voluntary. It will become effective the first of the month following the completion of the enrollment card, provided the employee enrolls within 31 days from the date he first becomes eligible for this insurance. Morehead State University pays the single rate cost for each employee.

The Major Medical Insurance Program (Catastrophe Health Expense Loss Protection) is underwritten by the American Health and Life Insurance Company of Baltimore, Maryland, and is available to all University personnel. The plan is designed to supplement the basic hospital-surgical medical benefits of the Blue Cross-Blue Shield Program. It provides a maximum amount of \$250,000 for each injury or each illness and is subject to a deduction of \$300. Morehead State University pays the single rate cost for each employee.

The University carries \$5,000 of life insurance on each member of the faculty and staff without cost to the member. Each employee has the option of purchasing, at the same rate the University pays, an additional amount of life insurance equal to his annual salary rounded to the nearest thousand dollars.

The University carries liability insurance on all employees, student teachers, and members of the Board of Regents. Coverage is limited to performance of official duties.

Maternity Leave

All female staff members shall be entitled to accrued sick leave, accrued vacation, and leave without pay in maternity cases, including pregnancy, birth, confinement and recuperation. It is expected that the length of maternity leave would be reasonable.

Accrued sick leave with pay in maternity cases may be taken at any time within the leave period. However, if vacation leave is taken at any time during the maternity period, sick leave cannot be taken concurrently for to do so results in double payment. Therefore, if both sick leave and vacation leave are used, one must follow the other.

An employee who expects to take maternity leave must request such leave, in writing, at least two weeks before the beginning date of the leave, which will be established by arrangement with the employee (with her doctor's consent), the supervisor, and the Director of Personnel.

No employee requesting maternity leave shall remain on the payroll in a full-time position or be reinstated to the payroll following maternity leave without presenting to the Personnel Director a written statement from her physician which indicates her physical condition is satisfactory to meet the job requirements.

Maternity leave shall contain an agreement to re-employ the employee (at the same job classification and salary) at the expiration of the leave.

Retirement

Morehead State University participates in the Kentucky Teachers' Retirement System, and membership for all faculty is mandatory. Retirement is compulsory after a person has reached age 70. Alternative plans for early retirement are available under the system. Further information concerning retirement can be obtained from the Personnel Office, Bureau of Fiscal Affairs.

All University employees are required by law to participate in the Social Security Program (FICA). The Social Security Tax is deducted from the pay of employees with the University matching the employee's contribution.

Sabbatical Leave

Morehead State University has a sabbatical leave program consisting of a leave of absence with full or partial pay for professional employees. The sabbatical leave program may be used for: (a) research and independent study, (b) professional education preparation (through attending programs such as institutes or workshops), and (c) travel which is related to the applicant's professional interests.

Factors considered in evaluating an application for sabbatical leave are:

1. the validity of purpose,
2. the potential value of the leave to Morehead State University,
3. the quality of service by the applicant,
4. the distribution of approved leaves among the University's departments, schools, and bureaus,
5. the seniority and age of the applicant,
6. the availability of institutional funds,
7. the adjustments required to handle the workload of the applicant during the leave period, and
8. whether or not the applicant has previously been granted a sabbatical leave.

In order to be eligible to apply for a regular sabbatical leave, one must have been a full-time employee of the University for at least six consecutive years. All applications for sabbatical leave or for exceptions to the six-year requirement must be recommended by the supervisor and approved by the President and subsequently by the Board of Regents.

Persons granted leaves may receive full salary for up to one semester or one-half salary for up to two semesters. The salary will be based upon that which would have been earned during the time of the sabbatical leave.

Recipients of a sabbatical leave are allowed to:

1. Share in the salary increase granted colleagues who hold the same level of rank or title.
2. Receive credit for leave time as active service for retirement purposes. University and employee contributions to the retirement system will continue on the basis of full salary.
3. Return to his former position with the University unless otherwise agreed to by the employee and employer.
4. Count leave time toward requirements for promotion and tenure.

Recipients of a sabbatical leave also assume the obligations to:

1. Submit an interim and final report to the University. The interim or progress report will be a description of activities engaged in, or course work being taken. The final report will describe how the leave was spent and any supporting documents such as transcripts.
2. Return to serve at the University for at least two years after the sabbatical leave expires or repay the amount of compensation received while on leave. If the recipient of a sabbatical leave returns to the University for a period less than two years, he may be freed from the balance of the service obligation by repaying an equivalent portion of the funds received while on sabbatical leave.
3. Not be gainfully employed during the period of the leave (if a paid sabbatical). This restriction, however, is not to be construed to mean that an individual who has been awarded a scholarship or other honorary stipend be deprived of the sabbatical leave if the scholarship or stipend does not involve duties separate from the purpose for which the leave is granted.
4. Comply with the agreement of the sabbatical. Failure to comply with the contracted provision of the sabbatical will result in cancellation of the sabbatical, repayment of all salaries received as a result of being granted the leave, and forfeiture of all rights specified in the sabbatical agreement. The cost of legal proceedings will be borne by the party breaking the agreement.

Application for a sabbatical leave should be filed with the President by March 1 and in special cases by July 1 preceding the fiscal year during which the leave is to begin. The application must be accompanied by the following:

1. A statement giving full details concerning the purpose of the leave and plans for its use.
2. A vita giving full details of the applicant's educational preparation, work history, and accomplishments at the University.

The following guidelines will be observed in granting sabbatical leaves:

1. Priorities shall be based primarily upon factors which are felt to be most valuable and useful to the institution as stated specifically above.
2. Priority shall be assigned to those persons who can receive the sabbatical without the necessity of replacing them in their assignment while they are away from the University.
3. Priority shall be assigned to those faculty and staff members who are in need of training in another field in order to remain in employment with the University.

The President has the option of making exceptions to the above stated policy when deemed in the best interest of the University.

Sick Leave

Morehead State University follows the practice of paying the regular salary of a member of the teaching staff who is unable to perform his duties because of illness for a period of one month (twenty school days) during any school year. One additional day of sick leave will be granted for each month of employment with the University up to a total of 120 school days. In computing sick leave, a month is considered four weeks of five days each, exclusive of school holidays. After the 120 days of sick leave have been used, additional sick leave is accumulated at the rate of one day per month of employment.

Each department head or supervisor is responsible for forwarding all absences for faculty in his department to his dean or director. This should be done on a monthly basis. The deans and directors will forward the information to the Vice President for Academic Affairs. The Vice President for Academic Affairs will forward to the Director of Personnel the number of sick leave days taken during each month. This information then becomes a part of the employee's permanent record.

Tax Sheltered Annuity Program

The Tax Sheltered Annuity Program for employees of the University permits them to reduce their current tax burden by setting aside a part of their salaries for the purchase of annuities. The tax on the diverted income is postponed until the benefits are withdrawn. This can result in substantial tax savings besides adding to retirement income. The amount that may be set aside by a staff member will vary. The University does not contribute to such annuity contracts.

Tenure

Tenure in the academic community is a system by which a competent, productive faculty member, who meets certain stated criteria, is placed on a continuing contract status at Morehead State University and placed in an academic department. Upon the recommendation of the President, the Board of Regents may grant tenure to a faculty member who has successfully served a probationary period of not more than five years in a tenure-earning position above the rank of instructor, and subject to the following conditions:

1. The length of the probationary period may be reduced if the faculty member served in another accredited college or university in a tenure-earning position.

2. If tenure is not granted after the probationary period, notice of termination shall be given in writing not later than April 30 of the academic year preceding termination.
3. The faculty member being granted tenure shall be notified in writing by April 30 of the academic year in which tenure is granted.
4. Time spent on professional leave without pay, with University approval will count toward tenure. Time spent on professional leave with pay, with University approval will count toward tenure.
5. The following criteria will be considered for recommendation of tenure:
 - a. Academic degrees and honors as evidenced by advanced degrees from regionally or nationally accredited institutions, awards, offices, and active participation in professional organizations or any other relevant data.
 - b. Teaching effectiveness as evidenced by student evaluations, administrative evaluation, quality of grants, new courses, new programs, etc.
 - c. Public service as evidenced by University committee membership, academic advising, program development, continuing education presentations, consulting, or any other relevant data.
 - d. Research as evidenced by published articles, monographs, and books; papers presented at professional meetings; or any other relevant data.
6. Appointment to the instructor rank shall be on a year-to-year basis. Time in rank of instructor is not credited toward the probationary period for purposes of tenure.
7. Termination of tenured members shall be in accordance with Kentucky Revised Statutes (KRS 164.360 - KRS 164.365). Grounds for termination include incompetency; neglect of, or refusal to perform one's duty; immoral conduct; financial exigency; and conviction of a felony.
8. An appeal to reverse the decision of termination may be filed in writing in the Office of the President within 30 days of the notice of termination. The President will respond to the appeal in writing or call for a special hearing in his office with the faculty member, his department head, school dean, and the Vice President for Academic Affairs.

Vacation

Vice presidents, deans, department heads, directors, and all twelve-month employees shall be eligible for 15 working days of vacation each fiscal year (July 1 to June 30) at the rate of one and one-fourth days per month. These employees will also be entitled to any other holidays observed by the University.

The bureau heads and deans of each school shall maintain accurate records to ascertain the number of days of vacation for which each person is eligible and takes. All vacation days must have the approval of the individual's immediate supervisor. Vacation days do not accrue, but the individual will be approved for the number of legitimate vacation days

during the specified period. Due to the year-round programming at the University, each person and his supervisor must work out the most appropriate time for vacation.

An employee (as described above) must be in pay status on the day before and day after a holiday in order to be eligible for holiday pay.

Policy on Responsibilities

The following policy statements are in regard to the responsibility of members of the faculty and staff to the University.

Absences

Faculty members are expected to meet all of their classes and other University responsibilities. When a faculty member knows in advance that he will miss a class, he should inform the head of the department who will in turn notify the dean of his school. In case of sudden illness or emergencies the faculty member should first attempt to notify the head of the department that he will not be able to meet his class. In case the department head is unavailable, the faculty member should inform the dean of his school of his illness or emergency. Arrangements for substitute teachers or rescheduling of classes must have prior approval of the head of the department, dean of the school concerned, and the Vice President for Academic Affairs.

Faculty members who desire to be away from the campus for any reason or purpose during a regular working period are expected to submit a travel request to the department head, school dean, Vice President for Academic Affairs, and the President for approval, even if no University funds will be expended. Such absence from the campus should be of demonstrated benefit to the University and a written justification should accompany the request.

In all cases of faculty absence, the school dean shall notify the Vice President for Academic Affairs regarding the circumstances involved and the arrangements to be made for assumption of University responsibilities affected by the absence.

Class Attendance Records

At the close of registration, class rolls will be distributed on a regular basis by the Registrar's Office to instructors through their school deans' offices. These official class rolls should be checked carefully against the instructor's attendance record and discrepancies should be reported to the school dean's office. It should be noted that during the drop/add period changes in the official class roll may occur daily. Students adding classes are required to present an approved copy of their add form to their instructor as a basis for admission into the added class. Drops may be noted by comparing the different class rolls the instructor receives. It is extremely important that instructors not permit students who are not officially registered for a class (whose names do not appear on the official class roll) to attend the class. Such students should be required to obtain official written approval from the Registrar's Office before being permitted to attend the class.

Counseling Service

Although the University employs a professional counseling staff for the Counseling Center, the major portion of the educational counseling is done by classroom teachers. Selected members of the faculty are expected to serve as academic advisors. Students may also be referred to the Director of Testing.

Commencement Exercises

Members of the faculty are expected to attend all commencement exercises. Academic attire is required for graduation processions and for such other occasions where appropriate. Faculty members must furnish their own academic attire, which may be obtained from the University Store providing arrangements are made well in advance of need.

Examinations

Morehead State University observes the general policy of having final examinations in all courses, and instructors are expected to follow the official examination schedule issued by the Vice President for Academic Affairs.

At the close of each semester, a period of approximately one week is provided for semester examinations. The time allotted to each examination is ordinarily two hours, regardless of the number of hours a week the class meets. Courses having a large number of sections may, on occasion, be scheduled for combined examinations, but such arrangements must be made 30 days in advance with the dean of the school concerned. Summer sessions' and intersession examinations are ordinarily held on the last day of scheduled classes.

Grade Reporting

All instructors are required to file a mid-semester (except for graduate students) and a final grade report for all students in each class. A special grade report form is generated through the Data Processing Center and is provided to the instructor for each separate class. The grade report forms are to be completed and filed with the instructor's school dean within 24 hours after the mid-semester or final examination is given. If additional time is required, the instructor should consult with his school dean. Each instructor is required to file a Grade and Absence Summary with the dean's office on forms furnished by that office. Also, all final grades of "I" (incomplete) require a note of explanation (to be filed in the dean's office) outlining the work to be completed.

A student who officially drops a class before the end of the drop period will be permitted to do so without penalty and will receive a final grade of "W" for the class. A student who drops a class after the official drop period will automatically receive a final grade of "E" unless he receives special permission in the Bureau of Academic Affairs to drop without penalty, in which case he would receive a "W".

Any student who officially withdraws from school (files a drop form) before the end of the drop period will automatically receive final grades of "W" in all classes for which he was enrolled. A student officially withdrawing from school after the drop period will receive marks of either "WP" (withdrew passing) or "WF" (withdrew failing) in each of his classes. To determine which mark the student will receive, the Registrar's Office will send to each of his instructors a form on which they are asked to indicate whether the student was passing or failing at the time of withdrawal and then return the form to the Registrar's Office. A complete description of the marking system employed at the University can be found in the section of the Faculty Handbook entitled "Miscellaneous Policies and Procedures."

Office Hours

All members of the faculty are expected to observe a regular schedule of office hours, which will vary from person to person depending on other activities and duties. The schedule of office hours of the individual instructor shall be posted on his office door and a copy filed with the dean of his school at the beginning of each term. It is generally expected that faculty members will be available in their office throughout the day unless they are engaged in other University duties.

Professional Ethics*

The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intention.

As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private

*From the Council of the American Association of University Professors.

person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry.

Teaching Load

The basic teaching load per semester at Morehead State University is 15 semester hours for undergraduate classes, 12 semester hours for a combination of undergraduate and graduate classes, and nine semester hours for graduate classes. A number of factors are considered in determining exceptions to the basic load; including, for example, the number of new preparations, the total number of preparations, class size and contact hours.

Variations from the basic teaching load may be granted on recommendation by the dean of the school with the approval of the Vice President for Academic Affairs. Reassigned time may be approved for such activities as preparation of special instructional materials, video tapes, research, community service and special services to the University, committee assignments, advising, or the sponsoring of a major student activity or group.

Official Travel

An official travel request should be processed even when there is no expense to the University. All travel and expenses, if allowed by the University, must be approved by the department head in advance. Travel within the state must be approved at least two weeks in advance and travel outside the state must be approved by the President at least one month in advance. Any location up to 35 miles outside the borders of Kentucky will be considered as in-state travel. Receipts, where required, must accompany travel vouchers. Affidavits will not be accepted. For most travel regulations, check with the Bureau of Fiscal Affairs.

Miscellaneous Policies and Procedures

Faculty Ranking

The professional ranking of the faculty is the responsibility of the Board of Regents on the recommendation of the President as advised by the Vice President for Academic Affairs. The Committee on Faculty Organization acts in an advisory capacity to the President and the Vice President for Academic Affairs on request for change in rank.

Recommendations for change in rank will normally be made by the departmental committee on promotion, the department head, the school committee on promotion, and school dean. These recommendations will be submitted to the Committee on Faculty Organization. The faculty member initiates this process by preparing a portfolio and submitting it to the department head.

The Chairperson of the Committee on Faculty Organization will supply the Vice President for Academic Affairs with a copy of the committee's report. The Vice President will forward his recommendations along with the committee report to the President. The President will make the final recommendation to the Board of Regents.

In determining faculty rank the following factors are considered:

<u>Rank</u>	<u>Factors</u>
Professor	Doctor's degree or equivalent and evidence of significant contributions in teaching, research, creative productivity, or public service.

Associate Professor	Master's degree with a minimum of 75 semester hours of graduate credit or the equivalent; and evidence of continued professional growth plus significant contributions in teaching, research, creative productivity, or public service.
Assistant Professor	Master's degree with a minimum of 15 semester hours of additional graduate credit or the equivalent; and evidence of continued professional growth plus effective teaching.
Instructor	Master's degree.

The following factors are considered in determining equivalency:

1. Outstanding service as a teacher.
2. Ability to cooperate with other members of the faculty and staff and exercise of this ability.
3. Recency of advanced study, research, and travel--purposeful from a professional standpoint.
4. Publications.
5. Usual attendance at institutional affairs, viz., convocations, committee meetings, faculty meetings, and commencements. It is assumed that a sense of courtesy will govern attendance at University social affairs to which individuals or the group may be invited.
6. Length and type of teaching experience.
7. Membership in state and national professional associations and attendance at meetings of this type.
8. Willingness to cooperate in community and regional activities.
9. Willingness to accept on and off-campus inservice professional assignments.
10. Willingness to recognize and assume responsibility to contribute to the total welfare of the University.
11. Evidence of continued professional growth.

In order to fulfill special or temporary needs at the University, a special faculty rank, adjunct professor, is used. This classification is given to an individual who is employed to teach one or more classes during a given term. The individual usually is selected because he possesses unique qualifications or has distinguished himself academically elsewhere.

Another special rank is that of Professor Emeritus. This rank is a title of recognition given at time of retirement to select individuals who have distinguished themselves in teaching, research, or creative productivity, or service while employed at the University. An individual accorded the rank of Professor Emeritus may do part-time teaching, research, or service and enjoy all privileges of the faculty relating to academic affairs.

Regular faculty rank may be earned by full-time University employees (administrators) who teach only part time provided:

1. The recommendation for rank is based upon the same criteria and the same procedure is used as for full-time faculty, and
2. there is evidence of the individual's academic involvement by teaching one or more classes per year, conducting research, pursuing advanced degrees, participating in department and school meetings and activities.

Once appointed to the faculty, such individuals are considered members of their respective academic departments, and failure to continue academic involvement is grounds for termination of the faculty status.

Contracts

The University uses a formal contract with its professional employees. After the employment conditions have been agreed upon for the first year of service, it is assumed that the agreement will be renewed from year to year, or until the end of a fixed term, subject to the following:

1. The employee wishes to no longer be considered for re-employment. When this occurs, he should advise the head of the department or other supervisor, the school dean, the Vice President for Academic Affairs or other bureau head, and the President. Such notification should be in writing and presented at the earliest possible date.
2. The University, through its Board of Regents, plans to not issue a contract of reappointment to an employee. When this occurs, a written recommendation of non-reappointment shall be prepared by the department head or other immediate supervisor, and, with the concurrence of the school dean and Vice President for Academic Affairs or other bureau head, submitted to the President. Simultaneously, the department head or other immediate supervisor shall notify the employee of the recommendation which is being made. If the President approves of the recommendation, he will give written notice to the employee.

The following procedures shall be followed in notifying faculty of non-reappointment:

1. Not later than March 1, of the first academic year of service, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 31, of the second academic year of service, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least 12 months before the expiration of an appointment after two or more years at the institution.

Contracts notifying employees of re-employment and the terms thereof are issued as soon after April 1 each year as is possible. Employees who accept the new employment agreement must return the signed copies within two weeks of the date of receipt; failure to so notify the administration is considered to be a refusal of the terms of the contract and indication of intent to leave the University. Individuals who sign a new contract and then wish to leave the University must notify the department head or other immediate supervisor, the school dean, the Vice President for Academic Affairs or other bureau head, and the President. If the President agrees to release the individual from his contract, he is free to leave, but to do so otherwise is a breach of contract on the part of the employee.

Individuals employed on a twelve-months' contract basis begin their duties on July 1 and close with the end of the fiscal year on June 30 following. If an individual does not remain for the following year, he may be employed through the summer at the same monthly rate.

Duplicating and Printing Services

The duplication of class materials and tests is handled through facilities provided in the various schools, divisions or departments. If a faculty member, department, division, or school has need for a brochure, pamphlet, or other printed material the Publication Editor should be contacted.

Employment Outside the Institution

It is important that employment outside the institution by a faculty member be reported to the President through the dean of his school. Employment in this case refers to any activity which requires a regular expenditure of time, not just activity which is "gainful." Such employment is subject to a number of guiding principles.

First, and most important, it must not be allowed to interfere with the full and proper performance of University duties. Second, it must be clearly and definitely related to the professional specialization of the staff member. Third, it must be demonstrated that such employment contributes to the welfare of the state and that it enhances the prestige of the University. Fourth, it must be established beyond doubt that such employment is not in conflict with the best interest of the University.

Ordinary private business of the members of the faculty and other University staff is not considered to fall within the purview of regulation by the University, provided the business is of such character as not to damage in any way the prestige of the University, and provided it entails no loss of time or efficiency in the performance of University duties.

Members of the faculty who desire to engage in work outside their regular duties must, with the consent and approval of their department chairman, make application to their school dean. Such applications must state the nature of the work involved, its duration, the amount and kind of remuneration if any, and give an evaluation of its significance and value to the University and the state. This procedure must be observed, regardless of whether such employment is for compensation, or whether it is on a part-time basis. The dean of the school will respond to the applicant, to the Vice President for Academic Affairs, and to the President.

Faculty Research

Members of the faculty interested in applying for a faculty research grant should contact a member or the Chairperson of the Faculty Research Committee. If there is interest in applying for a grant to be funded by an external agency, the individual should contact the Division of Grants and Contracts in the Bureau of University and Regional Services. All research proposals to be funded by an external agency must be submitted through the Division of Grants and Contracts.

Field Trips

When a trip away from the campus provides essential learning opportunities which cannot be simulated in class, such a trip will be approved, provided the instructor:

1. Arranges through the school dean and the Office of the Vice President for Academic Affairs for permission to take the trip and for the students to be excused from other classes.
2. Arranges for transportation and gets approval in advance by the Dean of Students and the Vice President for Academic Affairs.

3. Informs the students of the trip insurance which the University makes available. Each student on a faculty supervised, official University sponsored field trip, must be insured. For information contact the Dean of Students.

Introduction of New Courses

Any member of the faculty desiring to introduce a new course is to observe the following procedures:

1. Prepare an outline of the proposed course which contains the information itemized below:
 - a. Title of the proposed course.
 - b. Number of semester hours of credit to be allowed and the number of periods the class will meet each week.
 - c. Title of texts and other materials students will be required to furnish.
 - d. A list of the topics to be covered in the course and the approximate time allowance to be given to each topic.
 - e. A brief statement explaining the need for such a course in the University program.
2. When the proposal is prepared and discussed by all the members of the department in which the course is to be taught, copies are sent to the department head, to the school dean, and to the School Curriculum Committee.

After it has been acted upon by the School Undergraduate or Graduate Curriculum Committee, it is placed in the hands of the school dean who in turn sends it, with or without his approval, to the University Undergraduate Curriculum Committee and/or the Graduate Council for consideration. The minutes of the Committee's reviewing the proposal, which show what dispensation was made of the proposal, are distributed to the offices of the academic deans, department heads, and to the person who proposed the course.

No course is to be scheduled without prior approval by the University Undergraduate Curriculum Committee or the Graduate Council, whichever applies. Undergraduate programs or courses numbered in the 100 to 400 series go to the Undergraduate Curriculum Committee, and all graduate programs and courses numbered in the 600 series to the Graduate Council. Courses numbered in the 500 series go first to the Undergraduate Curriculum Committee and, if approved for undergraduate credit, are then forwarded to the Graduate Council. Should the Graduate Council not approve such a course for graduate credit, it would be sent back to the Undergraduate Curriculum Committee where it could be renumbered in the 400 series.

Instructional Media

An instructional media service is maintained by the University to provide instructors with equipment and materials for enriching the instructional program. Since this service is University-wide in scope and cuts across all departmental and school lines, any teacher may make direct requests to the Division of Media Services for assistance, equipment, and materials. Requests for rental of films and other materials or for the lending of equipment should be addressed to the Division of Media Services and should be made at least two weeks in advance of anticipated use.

There are two television production studios available for the development of televised instructional materials. The studio located in University Breckinridge School is primarily for closed circuit productions. Facilities are also available in this studio for inter-institution exchange of programs among the universities in the state by way of the state-wide closed circuit network. Full information concerning this may be obtained from the Division of Media Services.

Library and Acquisitions

The Johnson Camden Library contains graduate and undergraduate materials. The facilities of the library are available for all employees' use. Faculty members may check out books and reference material and avail themselves of any other service of the library, including the use of study carrels. School age children of employees may use the library with a note of permission from their parents. Wives and/or husbands of the employees may use the library.

The library is constantly adding to the collection of materials, and all faculty are invited to make suggestions for additional materials. Requests for additions to the library holdings are made through the department head and the dean of the school concerned. Each school is allocated a yearly budget toward the purchase of library material. The cards to be used for this purpose may be secured in the office of the school dean or the Director of Libraries.

Books not available in the Johnson Camden Library may be borrowed from other libraries through inter-library loan. Assistance with this service is provided to faculty and students.

Guided tours of the library are provided for faculty members and their classes. Other library services include Photocopying, Reserve Books, Off-Campus Library Service, Browsing Room, and the Dial Access Center which is a service that stores and retrieves audio information.

Marking System - Undergraduate

The faculty of the University evaluates the work done by the student on the following marking scale:

- A - the highest mark attainable
- B - a mark above average
- C - the average mark
- D - the lowest passing grade
- E - failure
- I - incomplete
- W - withdrew officially (changed schedule)
- P - withdrew (from school) passing
- F - withdrew (from school) failing
- U - withdrew unofficially
- K - credit (no letter grade given)
- Y - audit

The basic consideration in the use of this scale is to make the mark of "C" the reward for average accomplishment. Achievement above this average level should be rated with the marks of "A" and "B," while accomplishment which does not reach the average must be rated "D" and "E."

The mark of "I" is reserved for those rare cases in which a significant phase of the course could not be completed by the student, usually for reasons beyond his control, but which can be completed within a reasonably short time. In each instance involving a mark of "I" a brief statement by

the instructor must accompany the grade card when it is filed with the dean of the school. Upon removal of the incomplete, it is the responsibility of the instructor involved to fill out change of grade forms in duplicate. The completed forms are then submitted to the department chairman.

Unless the omitted work is completed within thirty school days after the student next enrolls in the University, and the "I" is changed to a final mark by the instructor, an "E" is automatically recorded by the Registrar's Office on the student's permanent record.

Marking System - Graduate

The faculty evaluates the work done by the graduate student on the following scale:

- A - superior work
- B - average
- C - below average
- D & E - no credit allowed
- I - incomplete
- W - withdrew officially
- P - withdrew (from school) passing
- F - withdrew (from school) failing
- U - withdrew unofficially
- Y - audit

When a grade of "I" is assigned, the omitted work must be completed within thirty school days after the student next registers at the University. Unless the work is completed within the allotted time, the Registrar changes the "I" to "E" on the student's permanent record. An exception to the above is when the mark of "I" is assigned for thesis credit. In that case, the incomplete remains an "I" until the final acceptance of the thesis.

A minimum average of "B" is required for admission to candidacy and completion of all graduate degree programs.

Pass-Fail Grading System (undergraduate students)

Morehead State University also uses a pass-fail system of grading in accordance with the following regulations:

1. A student with a 2.5 cumulative average who has completed at least 30 semester hours will be eligible for the program.
2. A student may apply a maximum of 15 hours of pass-fail credit earned at the University toward the total number of hours required for graduation, or six hours toward an associate degree.
3. The pass-fail option is applicable only for free elective courses. These include all courses outside the student's major or minor area, but do not include general education or specific degree requirements.
4. A student may register each semester under the pass-fail option for one course of any number of hours or a combination of courses not to exceed three hours.
5. Hours earned in pass-fail work will be added to the student's total hours passed, but will have no effect on his grade point average. Any grade of "D" or above will be considered passing and will be designated by "K." A failing grade will be designated "N."

6. A student may change his course registration status from a pass-fail option to the conventional letter grading system and vice versa during the normal period allowed each semester to add a course.
7. Hours earned under the pass-fail option cannot be transferred into any degree program.
8. Students taking courses under the pass-fail option will not be identified to instructors. Instructors will turn in the conventional letter grade, and the Registrar will convert the assigned letter grade to "K" or "N" as applicable.

Motor Vehicle Registration

Any motor vehicle belonging to or being operated by any faculty or staff member must display a valid Morehead State University parking decal or pass if parked on property owned or controlled by the University (during periods of zone enforcement).

Faculty and staff members may register a vehicle at the office of the Division of Safety and Security. The registration of a vehicle must be completed by the individual or spouse of the individual to whom the vehicle is to be registered. Copies of the motor vehicle regulations are available at the office of the Division of Safety and Security.

News Releases

To avoid duplication and to receive the maximum of desired publicity, all faculty and staff are requested to channel news and publicity releases through the Office of News Services.

Office Supplies

Office supplies and similar materials needed by the instructional staff may be secured in the office of the dean of the school.

Official State Vehicles

A staff member desiring to use a state vehicle is expected to make the necessary application at least two weeks in advance of the need, on the Vehicle Request Form. The driver of the state vehicle must meet the requirements imposed by law and regulations.

Ownership of Inventions

It is recognized that as a result of research and other scholarly activities normally carried out by faculty, staff, and students of a university, the rights and responsibilities of ownership of particular inventions and discoveries may be called into question. The following policy has been developed in order to provide mechanisms for the resolution of such questions. The policy is further aimed at providing encouragement of scholarly activities while offering both protection and recognition to those engaged in such activities as well as to the University.

Faculty, staff, and students who participate alone or in association with others in inventions or discoveries shall promptly disclose, in writing, such inventions or discoveries to the University Patent Committee to be appointed consisting of 50 percent administration and 50 percent faculty. This Committee, in collaboration with the inventor(s) and/or discoverer(s), will perform the following functions:

1. Determine, according to the guidelines set forth below, if the University has an interest in the invention or discovery.
2. If it is determined that the University has an interest in the invention or discovery, the Committee will recommend to the President concerning the feasibility of entering into a contract with recognized patent management agencies for the purpose of patent application, patent development, and patent management.
3. In a case where the Committee recommends that the University enter a contract with a patent management agency, the Committee must first negotiate with the inventor(s) or discoverer(s) an agreement for the distribution of income from the patent. This agreement will state specifically the proportionate distribution of such income.

In determining the relative interest of the University in a given invention or discovery, the Committee will use the following guidelines:

1. Research sponsored by agencies outside the University may be covered by contracts which provide that all patent rights belong to the sponsoring agency. If such an agency does not wish to retain the patent rights, they may release all or any portion of the rights to the university.
2. Patents which arise from research projects financed wholly by University-administered funds shall be the complete property of the University and subject to such negotiation or transfer of ownership as the University desires. If the Committee decides to recommend the pursuit of a patent, the inventor shall assign the patent or invention to the University or its agent and the Committee shall, unless there are unusual equities, recommend that arrangements be made for fifteen percent of the gross income from the patent or invention be paid directly to the inventor(s).

Preparation of Class Schedules

The preparation of class schedules at the University is done by the deans of the schools, subject to final approval by the Vice President for Academic Affairs. When a term schedule has been approved by these individuals, it can be changed only with their approval. Any instructor desiring to make a change in the official schedule of classes should present the request to the dean of the school, and if approval is granted, the proposed change is implemented by the Vice President for Academic Affairs.

Salary Checks

Salary checks are issued at the close of each calendar month and may be acquired at the University Business Office in the Howell-McDowell Administration Building. All nine-month, full-time faculty are paid on an eleven-month basis from August 1 to June 30. To facilitate the making of payrolls it is necessary that staff members first provide the Payroll Office with any personal information required.

Scheduling Facilities for Special Instruction

In scheduling facilities for special outside group activities, the appropriate department head and/or school dean will either approve or make arrangements through the Bureau of University and Regional Services for the needed facilities if space other than that already assigned to the

school is to be used. Morehead State University does not permit the use of its facilities by individuals or groups if the intent is to offer instruction for an honorarium, fee, or personal gift.

Sponsoring Student Activities

Any faculty member who sponsors a student organization is responsible for the general program and conduct of that organization. Special attention is called to the fact that the funds of all organizations are to be deposited in the Business Office.

Student Absences

All students are encouraged to be prompt and regular in class attendance. There shall be a distinction made between an excused absence (an excused absence permits the student to make up any missed work that the instructor considers essential) and a deliberate cut. A student's absence from class shall be excused for the following reasons:

1. Student illness. The student is expected to present to the instructor an excuse signed by the University nurse or a private physician.
2. Students representing the University. Student participation in athletic events and musical organizations are examples of such. A list of students will be sent to the instructor by the Vice President for Academic Affairs prior to the trip.
3. Students on authorized field trips. For procedure refer to section titled Field Trips.
4. Students in Honors Program. Honor students enrolled in regular classes are permitted to attend classes as they choose; however, they are expected to take all tests and examinations required of other students. This provision does not apply to courses in which participation in class activity constitutes the essential value of the course. Applied music, activity courses in physical education, the professional semester and skill courses in commerce are examples of such courses.

Deliberate cuts from class are discouraged; however, the instructors will exercise their discretion with respect to those cuts and the make-up of any missed work.

Student Disciplinary Hearings

The Bureau of Student Affairs (BSA) and/or the Student Disciplinary Board (SDB) shall serve as initial hearing bodies for students accused of violating University regulations (other than motor vehicle regulations).

A student accused of a violation of University regulations which may result in suspension and/or expulsion may choose to have his case heard by either the BSA or the SDB. When the BSA is chosen by the student as the hearing body, the Vice President for Student Affairs or his designated representative shall be responsible for making the necessary arrangements for the administrative hearing, for insuring due process, for deciding the guilt or innocence of the accused, and for imposing the appropriate sanction(s) if the accused is found guilty. The BSA will hear all cases involving minor violations except those referred by the BSA to the SDB.

When the SDB is chosen by the student as the hearing body or when a case is referred to it by the BSA, the SDB shall be responsible for making the necessary arrangement for the hearing, for insuring due process, for deciding the guilt or innocence of the accused, and for imposing the appropriate sanction(s) if the accused is found guilty.

The SDB shall be composed of eight faculty members with at least one from each school within the institution and three students. The membership shall be selected by the President. Faculty members shall serve for two years; student members for one year. Any member may be reappointed. A quorum shall consist of five faculty members and two students. The chairperson of the SDB shall be appointed by the President from among the eight selected faculty members.

A detailed explanation of the procedures to be followed through the Student Judicial System is contained in the student handbook. Faculty members may obtain copies of the student handbook by contacting the Student Affairs Office.

Student Appeal (Academic)

The student complaint procedure for resolving an academic grievance is outlined below in four steps:

1. It is recommended that the student discuss the complaint with the person involved. If the complaint involves a grade, the student must take the complaint to the faculty member within the first two weeks of the beginning of the following semester. If the student is not enrolled the subsequent semester, a letter of inquiry should be mailed, within the first two weeks of the beginning of the following semester, to the instructor and the instructor's department head. Upon receipt of the letter of inquiry, the student will be notified by the department head that he will have thirty days to file a formal complaint.
2. If the question is not resolved at the instructor level, or if the student feels it is not practical to contact the instructor, the student may present the question to the head of the department to which the instructor is assigned. Prior to any action by the department head, the student will be required to complete a Student Grievance Form. The form is available in the Office of the Vice President for Academic Affairs and should be completed and returned to the head of the department involved. Upon receipt of the Student Grievance Form, the department head will request from the instructor a response in writing, addressing the questions raised by the student. Within one week after the written grievance is filed in the department head's office, a meeting will be arranged. The instructor, the student filing the grievance, the department head, and the dean of the responsible school will be in attendance. The student may have his advisor present. It will be the purpose of the department head and the respective school dean to review the grievance and attempt to mediate a settlement. The department head's and the school dean's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding. Records of this meeting, including recommendations by the department head and school dean, will be sent to the Vice President for Academic Affairs and to all parties involved.
3. If the recommendations presented by the department head and the school dean are not acceptable to the student, he may appeal to the University Student Grievance Committee (undergraduate students) or the Graduate Council (graduate students). The student must request a hearing before the Grievance Committee or Graduate Council within one week following the meeting with the school dean and the

department head. Requests are to be in writing and presented to the Vice President for Academic Affairs. If the procedure has been followed, the Vice President will submit to the chairperson of the Grievance Committee records of all action to date. Within two weeks following the application of appeal, the Grievance Committee will meet and review data and previous recommendations. The Committee may request additional information and/or may invite the parties involved to appear before the Committee. The Committee's decision will be sent to the Vice President for Academic Affairs, with a copy being sent as a matter or record to the student, faculty member, department head, and the faculty member's school dean. The Vice President for Academic Affairs is responsible for enforcing the Committee's decision. The University Student Academic Grievance Committee's decision is final.

4. It is understood that anyone may appeal to the President of the University when due process has been violated or when individual rights are disregarded.

Television Teaching

All references herein to videotapes and television teaching carry the connotation of an organized series of professionally produced televised lessons which present the major concepts and content of a course. Special segments of courses, ordinary in-class uses of television cameras and/or classroom-type television recorders are to be considered the same as the use of any other instructional media equipment and materials.

Television teaching involves the close cooperation of many people. Before any teacher receives consideration on his teaching load, he must receive approval from both his school dean and from those responsible for allocating television support personnel. There must be adequate facilities for the production of supplemental materials (films, photography sets and properties, etc.).

The television teacher will be given a minimum of classroom teaching hours commensurate with budget and staff considerations during the time the tapes are either being prepared or are being used as the central core, or teaching medium, in a class made up of more than one section. The teacher should spend one semester in preparation and taping before actual use in the classroom.

When the tapes are being used, the teacher who produced the video tapes will be responsible for all sections of the course, including adequate testing and evaluating student accomplishments; supervising of any assistant who may be involved in conducting the course; and revising tapes. The academic division will allocate proportionate released time among members in the case of team teaching.

In any event, the University has the right to use the tapes for one year after they are completed. If the instructor who has taped a course leaves the University, he may take the tapes with him if he reimburses the University for the cost of the tapes; he may negotiate with the University for the further use of the tapes; or he may erase the tapes. A contract governing this potential arrangement is entered prior to the taping of a course.

Textbooks and Instructional Materials

All books and materials requested by the faculty to be purchased by the students must be handled through the University Store. Requisition forms may be secured from and must be approved by the department head and the dean of the school concerned.

Whenever a member of the teaching staff desires to change a textbook or other course materials, prior permission must be secured from the department head, the dean of the school concerned, and the University Store.

All equipment and supplies to be paid for by the University must be requisitioned on the regular forms supplied by the Business Office and handled through the regular procedure developed by that office. Payment will not be made for items purchased in any other manner.

Motion by Dr. Cartmell that the Board approve the Personnel Roster for the 1979-80 fiscal year beginning July 1, 1979, and ending June 30, 1980. Motion was seconded by Dr. Pelfrey and unanimously approved.

Motion by Mr. Hall that the Board approve the personnel changes as suggested in Exhibit II. Motion was seconded by Mr. McDowell and approved. Dr. Pelfrey abstained from voting.

Motion by Mr. McDowell that the Intercession, Summer I and Summer II rosters be approved as presented in Exhibit III. Motion was seconded by Dr. Cartmell and unanimously approved.

Motion by Mr. Hall that the Board approve the termination of the Library Science section of the Library Science and Instructional Media program with the Instructional Media courses being transferred to the appropriate areas within the University. Motion was seconded by Mr. McDowell and unanimously approved.

Motion by Dr. Pelfrey that the Board approve the establishment of an Appalachian Studies Program for Morehead State University which will consist of a wide spectrum of credit and noncredit learning opportunities, as well as concerts, lectures, conferences, etc.; and

- (1) That the Appalachian Development Center be given the responsibility for coordinating and promoting the total Appalachian Studies Program, with the cooperation of interested academic and support units throughout the University;
- (2) That the Coordinator of Appalachian Studies of the Appalachian Development Center be given responsibility for "chairing" this interdisciplinary program;
- (3) That a special committee be formed, to be known as the Appalachian Studies Advisory Committee, for the purpose of making recommendations to the University Curriculum Committee on the nature, structure, and content of those aspects of the Appalachian Studies Program involving academic credit.

Motion was seconded by Mr. Howell and unanimously approved.

Motion by Mr. McDowell that the Board approve the following policy statement on salary adjustments.

If an administrator desires to return to a nine-month teaching, research or service contract, the salary will be adjusted considering the following:

- (1) The salaries paid other regular faculty members at the same rank in the affected school, with similar years of experience and educational levels.

DDG722

- (2) Previous teaching experience and/or other related experiences.

Recommendations on a final salary range will be made to the President by the departmental chairperson, dean of the school and Vice President for Academic Affairs for the President's final decision.

Motion was seconded by Dr. Pelfrey and unanimously approved.

Motion by Mr. Hall that the Board authorize the Director of Fiscal Affairs to take whatever legal procedures are necessary to collect returned checks, delinquent student credit, and past due rent after proper notification. Motion was seconded by Mr. McDowell and unanimously approved.

Motion by Dr. Pelfrey that the Board authorize Morehead State University to comply with the rules and regulations published by the Department of Energy establishing the process for implementation of the Emergency Building Temperature Restriction, which is a part of the Standby Energy Conservation Plan No. 2. The President ordered implementation of the regulations effective Monday, July 16, 1979. Motion was seconded by Dr. Cartmell and unanimously approved.

Motion by Mr. Howell that the Board give approval to the School of Sciences and Mathematics to establish a Water Testing Laboratory entitled "Morehead State University Water Testing Laboratory." The laboratory will be of service to the private citizens, public water works, and health departments of Eastern Kentucky. The water laboratory will also serve as an excellent educational setting for students majoring in Biology and Environmental Sciences. Motion was seconded by Dr. Pelfrey and unanimously approved.

President Norfleet recommended that the Board go into Executive Session to discuss personnel matters. Mr. Howell moved the recommendation, seconded by Mr. McDowell and was adopted by the following roll call vote:

Mr. Cassity	Aye
Dr. Cartmell	Aye
Mr. Howell	Aye
Mr. Hall	Aye
Mr. McDowell	Aye
Dr. Pelfrey	Aye
Mr. Schlichter	Aye

Nays:	None
-------	------

Chairman Cassity declared the meeting to be back in Open Session following a period of approximately 50 minutes.

Minutes of August 3, 1979, cont'd

Motion by Mr. McDowell that the Board adopt the Faculty Handbook. Motion was seconded by Dr. Pelfrey and unanimously approved.

Motion by Dr. Pelfrey that the Board approve the open house hours as follows:

OPEN HOUSE HOURS

Upon the recommendation of the Student Life Committee and the Vice President for Student Affairs, I recommend that the open house hours at Morehead State University be changed. The committee proposed two plans. I have selected the alternate plan with points 3-6 added.

1. That open house be observed in Freshmen Halls as follows:

Friday	7:00 p.m. - 12:00 Midnight
Saturday	7:00 p.m. - 12:00 Midnight
2. That open house be observed in Upperclassmen Halls as follows:

Tuesday	7:00 p.m. - 11:00 p.m.
Friday	7:00 p.m. - 12:00 Midnight
Saturday	7:00 p.m. - 12:00 Midnight
Sunday	1:30 p.m. - 5:30 p.m.
3. That living areas be established for those who desire to live without open house hours.
4. That the proposed plan be implemented as soon as an acceptable staffing plan is developed, which will be during the first semester of the 1979-80 academic year.
5. That the budgeted amount be continued in the program and the difference be provided by the staffing plan.
6. That ways be explored to develop living-learning areas at different locations on campus.

Motion was seconded by Dr. Cartmell and approved with Mr. McDowell casting a negative vote:

Motion by Mr. Hall that the Board approve the adoption of the proposed guidelines for the preparation of the 1980-82 Biennial Budget as presented in Exhibit IX and that the President be authorized to submit the budget to the Council on Higher Education based on these guidelines. Motion was seconded by Mr. McDowell and unanimously approved.

DDG722

Minutes of August 3, 1979, cont'd

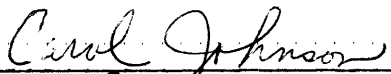
Motion by Mr. Howell that the Board give the President the authority to appoint a Community Advisory Board consisting of nine individuals to represent the general public to serve in an advisory capacity to WMKY radio station at the request of the Corporation for Public Broadcasting. Once authorization is given to the President, with the assistance of Larry Netherton the director, said committee will be appointed. Motion was seconded by Dr. Cartmell and unanimously approved.

Motion by Mr. Howell that the Board approve changing the name of the TRIO Center to University Counseling Center. Motion was seconded by Mr. McDowell and unanimously approved.

Motion by Mr. Howell that the Board approve the roster of persons to be employed in Federal Programs for the 1979-80 fiscal year for which funds have been received at the present time. Motion was seconded by Mr. McDowell and unanimously approved.

Motion by Mr. McDowell that the Board meeting be adjourned. Motion was seconded by Mr. Howell and unanimously carried.


Chairman


Secretary